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Adult Services in the Eighties: Final Report

Authors: Kathleen de la Peña McCook

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Adult Services in the Eighties:

Final Report

by

Kathleen M. Heim

Submitted to the

Reference and Adult Services Division

Services to Adults Committee

March 1, 1990

The Louisiana State University
School of Library and Information Science
Research Center Annex Consulting Group
Baton Rouge, Louisiana

U.S.F. LIBRARY

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REFERENCE AND ADULT SERVICES DIVISION

OFFICERS DURING THE ASE PROJECT

Officers

Reference and Adult Services Division

During the ASE Project

Executive Director

Andrew M. Hansen

Presidents

Danuta A. Nitecki	1982-83
Kay A. Cassell	1983-84
Gary R. Purcell	1984-85
Rebecca Kellogg	1985-86
Elizabeth F. Stroup	1986-87
Charles A. Bunge	1987-88
Gail A. Schlachter	1988-89
Arthur S. Meyers	1989-90

Chairs: Services to Adults Committee

Neysa Eberhard	1982-83
Thomas T. Jones	1983-84
Thomas T. Jones	1984-85
Suzanne D. Sutton	1985-86
Suzanne D. Sutton	1986-87
Karen Havill Bingham	1987-88
Gary O. Rolstad	1988-89
Eva M. Greenberg	1989-90

Members: Services to Adults Committee

Charlotte C. Clark	1982-83
Mark W. Emery	
Eva M. Greenberg	
Thomas T. Jones	
Virginia E. Parker	
Patricia B. Simon	
Charlotte C. Clark	1983-84
Neysa Eberhard	
Mark W. Emery	
Virginia E. Parker	
Bernard F. Pasqualini	
Patricia B. Simon	
Suzanne D. Sutton	

Karen Havill Bingham	1984-85
Charlotte C. Clark	
Virginia E. Parker	
Bernard F. Pasqualini	
Sarah Mathewes Sartain	
Patricia B. Simon	
Suzanne D. Sutton	
Karen Havill Bingham	1985-86
Mary L. Cass	
Kay A. Cassell	
Nancy Fisher	
Thomas T. Jones	
Virginia E. Parker	
Sarah Mathewes Sartain	
Patricia B. Simon	
Karen Havill Bingham	1986-87
Mary L. Cass	
Kay A. Cassell	
Nancy Fisher	
Rosalind D. Goddard	
Gayl E. Koster	
S. Norris Palmore	
Sarah Mathewes Sartain	
Dannie J. Ball	1987-88
Kay A. Cassell	
Nancy Fisher	
Rosalind D. Goddard	
Gayl E. Koster	
S. Norris Palmore	
Gary O. Rolstad	
Sara Mathewes Sartain	
Jane Cumming Selvar	
Dannie J. Ball	1988-89
Kay A. Cassell	
Nancy Fisher	
Eva M. Greenberg	
Gayl E. Koster	
Jane Cumming Selvar	
Dannie J. Ball	1989-90
Michael A. Doellman	
Gayl E. Koster	
Jerome A. Lom	
Gary O. Rolstad	
Jane Cumming Selvar	

The Louisiana State University
School of Library and Information Science
Research Center Annex Consulting Group

Kathleen M. Heim, Principal Investigator, Dean, Louisiana State University, School of Library and Information Science, Baton Rouge.

Danny P. Wallace, Data Analysis Consultant, Associate Dean, Louisiana State University, School of Library and Information Science, Baton Rouge.

CONSULTING GROUP STATEMENT

J. Stuart Douglass, Data Analysis Consultant, Information Technologist, Texaco, Houston.

Joyce Meadows, Production Supervisor, Louisiana State University, School of Library and Information Science, Baton Rouge.

David M. Hovde, ASE Coordinator, 1984-85, Social Science Bibliographer, Reference Librarian and Assistant Professor of Library Science, Purdue University West Lafayette, Indiana.

Donna W. Howell, ASE Coordinator, 1988, Government Documents/Data Services Reference Librarian, University of Georgia, Athens.

Barry D. Nuttall, ASE Coordinator, 1983-84, Subject Specialist Librarian, Jacksonville State University, Jacksonville, Alabama.

Gary O. Rolstad, ASE Coordinator, 1985-86, Director, St. Bernard Parish Library, Chalmette, Louisiana.

Jealice M. Simpson, ASE Coordinator, 1987-88, Director of Winn Parish Library, Winnfield, Louisiana.

Connie Van Fleet, ASE Coordinator, 1986-87, Assistant Professor, Louisiana State University, School of Library and Information Science, Baton Rouge.

Phillip Russell Arny, Program Analysis and Data Entry, Learning Resources Center Systems Coordinator, University of Minnesota Biomedical Library.

Dennis J. Ball, Data Entry, Bibliographic Searching, Director, Jesuville Parish Library, Plaquemine, Louisiana.

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Philip Hummel Arny, Program Analysis and Data Entry, Learning Resources Center Systems Coordinator, University of Minnesota Biomedical Library.

Dannie J. Ball, Data Entry, Bibliographic Searching, Director, Iberville Parish Library, Plaquemine, Louisiana.

Anthony E. Barnes, Data Entry, Bibliographic Searching, Interlibrary Loan Librarian, New Orleans Public Library, New Orleans.

James L. Bloom, Programming, Automation Librarian, Wayne County Public Library, Wayne, Michigan.

Charlene C. Cain, Data Entry, Bibliographic Searching, Documents Librarian, Southeastern Louisiana University, Hammond.

Kevin D. Cuccia, Data Entry, Bibliographic Searching, Science Librarian, Louisiana Tech University, Ruston, Louisiana.

Kay Decell, Word Processing, Employee Relations Representative, Human Resources Division, Copolymer Rubber and Chemical Corporation, Plaquemine, Louisiana.

Michele M. Delorme, Data Entry, Bibliographic Searching, Librarian/Coordinator of Children's Programming, Ramsey County Public Library, Roseville, Minnesota.

Gillian D. Ellern, Program Analysis and Data Entry, Automation Coordinator, Library, Western Carolina University, Cullowhee, North Carolina.

Lolah Giamalva, Date Entry and Bibliographic Searching, Consultant, Richmond, Virginia.

Elizabeth A. Grice, Bibliographic Verification, Graduate Assistant, Louisiana State University, School of Library and Information Science, Baton Rouge.

Paul G. Haschak, Data Entry, Night Reference Librarian, Southeastern Louisiana University, Hammond.

Sandra M. Himel, Bibliographic Searching, Government Documents Librarian, University of Southwestern Louisiana, Lafayette.

Ann M. Hill, Data Entry and Bibliographic Searching, Librarian, New York Public Library, New York.

David H. Judell, Data Entry, Bibliographic Searching, Prison Librarian, Wisconsin.

John P. McLain, Data Consultant, Computer Resources Coordinator, Louisiana State University, School of Library and Information Science, Baton Rouge.

Dale K. McNeill, Data Entry, Branch Librarian, Harris County Public Library, Humble, Texas.

Christopher E. Marhenke, Data Entry and Bibliographic Searching, Government Documents Librarian, Broward County Library, Ft. Lauderdale, Florida.

Claire R. Massey, Bibliographic Searching, Librarian, Law Office of Heiskell, Donelson, Bearman, Adams, Williams & Kirsch, Heth, Arkansas.

Kenneth Mauldin, Data Entry, Bibliographic Searching, Labor Information Consultant, Reference Librarian, East Baton Rouge Parish Library, Baton Rouge.

Richard J. Mucklow, Bibliographic Searching, Graduate Student at Texas Tech University, MBA, Lubbock.

Connie L. Phelps, Bibliographic Searching, Education/Psychology and Evening Reference Librarian, University of New Orleans, New Orleans.

Glenda Richardson, Word Processing, Student at Southeastern Louisiana University, Hammond.

Patti A. Risinger, Bibliographic Searching, Reference Librarian, Lincoln Parish Public Library, Ruston, Louisiana.

Richard J. Spector, Data Entry, Librarian/Computer Specialist, Follett Software Co., Santa Clara, California.

Kathryn D. Watson, Data Entry, Consultant with Calgary Board of Education, Calgary, Alberta, Canada.

LANDMARKS OF THE ASE PROJECT

Landmarks of the ASE Project

November, 1982.....Kathleen Heim writes to RASD, Services to Adults Committee and suggests the study.

January, 1983.....RASD Services to Adults Committee chaired by Neysa Eberhard approves proposal for ALA Goal Award.

April, 1983.....RASD Services to Adults Committee receives notice of ALA Goal Award.

June, 1983.....Neysa Eberhard accepts Award on behalf of the RASD Services to Adults Committee at 1983 ALA Inaugural Banquet.

September, 1983.....Heim begins ASE Project at Louisiana State University, School of Library and Information Science Research Center Annex. Harry D. Nuttall is named ASE Coordinator.

December, 1983.....Letters of invitation to ASE Panel to attend Hearings at 1984 Midwinter Meeting.

January, 1984.....First ASE Open hearing attended by Helen Lyman.

June, 1984.....ASE Hearing at Annual Conference chaired by RASD Service to Adults Committee Chair, Thomas T. Jones.

September, 1984.....David Hovde named ASE Coordinator.

December, 1984.....Draft questionnaire distributed with booklet for Lyman's 1954 Survey.

January, 1985.....Midwinter Meeting hearings held to discuss questionnaire draft chaired by Thomas T. Jones.

February, 1985.....Hovde begins questionnaire form development.

July, 1985.....Revised questionnaire discussed at Annual Conference.

August, 1985.....Gary O. Rolstad named ASE Coordinator.

December, 1985.....Danny P. Wallace joins ASE project as Data Analysis Consultant.

March, 1986.....Pretest of questionnaire coordinated by Rolstad

May, 1986.....Survey sent to over 8000 service outlets at 1,758 libraries or library systems.

June, 1986.....Status report meeting at ALA Annual Conference coordinated by Rolstad. Suzanne Sutton, Chair, Services to Adults Committee (and Allie Beth Martin Award Winner) presides. Lyman and Heim make presentations; First ASE Seminar held at LSU, "Adult Services in the Public Library."

July, 1986.....Reminder cards sent to non-respondents.

August, 1986.....Connie Van Fleet named ASE Coordinator; Second ASE Seminar held at LSU, "Literature and Practice of Adult Services in Public Libraries."

November, 1986.....Data entry closes.

December, 1986.....“Adult Services as Reflective of the Changing Role of the Public Library" by Heim appears in RQ (Winter 1986).

January, 1987.....Third ASE Seminar held at LSU, "Adult Services Special User Groups: Aging, Handicapped, Ethnic Minorities, Unemployed." Seminar participants selected to write essays.

April, 1987.....Van Fleet presents Louisiana ASE findings at Louisiana Library Association.

June, 1987.....Van Fleet, Wallace, Rolstad, Heim present preliminary ASE findings at Library Research Round Table at ALA Annual Conference; Fourth ASE Seminar held at LSU, "Information Resources for Adult Services."

July, 1987.....“The Adult Services in the Eighties Project" overview by Van Fleet published in ALA yearbook 1987.

August, 1987.....Janice M. Simpson named ASE Coordinator. Joyce Meadows begins word processing of texts.

June, 1988.....Donna Howell named ASE Coordinator; Joyce Meadows continues word processing of texts.

April, 1989.....“The Adult Services in the Eighties Project: Findings and Implications for Services to Older Adults" by Van Fleet appears in Public Libraries (March/April 1989).

December, 1989.....Final manuscript of monograph, Adult Services: An Enduring Focus for Public Libraries, submitted to ALA Publishing.

NARRATIVE OF FINAL REPORT

The Problem to be Studied

"Adult Services" is a term used to describe all aspects of library work with adults. The diversity of adult services defies simple codification and renewed current emphasis in public libraries on the planning process as a means of defining level, form and style of services in a given community complicates any attempt to codify or provide a whole view of adult services.

It is precisely because of the current emphasis on the uniqueness of any given set of services within a specific library that the ASE Project was undertaken. Diversity is a strength of adult services but the lack of information on that diversity or areas of current and unique concentration often confound the profession when asked to describe the scope of adult services for planning.

Trying to understand adult services as a single concept is bewildering. Typical articles in professional journals focus on a single service such as the visually impaired elderly in Idaho or a special Hispanic information and referral center in Arizona. While these might seem to be unrelated they are actually manifestations of the service continuum that is adult services.

No national census of adult services had been conducted since the benchmark study by Helen Lyman, Adult Education Activities in Public Libraries,[1] which was published by the American Library Association in 1954. The ASE Project was intended to update work done by Lyman through presentation of data about the scope of services and compilation of bibliographic essays for key services.

The 1983 ALA Goal Award

At the 1983 Midwinter Meeting of the American Library Association the Services to Adults Committee, chaired by Neysa Eberhard, approved the Goal

[1]Helen Lyman Smith, Adult Education Activities in Public Libraries (Chicago: American Library Association, 1954).

Award Proposal, "Adult Services in the Eighties," (The ASE Project), which had been drafted on behalf of the Committee by Kathleen Heim who agreed to serve as Principal Investigator if the Project were funded (Exhibit 1).

On April 26, 1983 Jan Feye-Stukas, Chair of the 1983 ALA Goal Awards Jury, reported that the ASE Project had been selected to receive funding. Neysa Eberhard accepted the Award on behalf of the RASD Services to Adults Committee at the 1983 Annual Conference. During the Conference Heim met with the Committee to sketch plans for the project.

The ASE Project was set up at the Louisiana State University, School of Library and Information Science Research Center Annex. Harry D. Nuttall, Research Associate, was selected as ASE Project Coordinator under the supervision of Heim, Principal Investigator.

PHASE I: Bibliography and Survey Design: 1983-1986

Bibliography Development

The first step in the ASE Project was to begin development of a comprehensive bibliography of adult services literature to provide a context for the survey and trace developments since Helen Lyman's benchmark survey of 1954, Adult Education Activities in Public Libraries. Library Literature was searched under appropriate subject headings. Relevant articles and books,including dissertations and government documents were retrieved and assigned subject headings by the Principal Investigator. Items from the bibliographies of these entries were also scrutinized and added to the ASE bibliography if appropriate. Using the Turabian/Chicago Manual style manual, author, title, and subject cards were produced. Entries were typed onto disk using PFS:Write, a word processing package.

The eventual product, intended originally to be published with Adult Services: An Enduring Focus for Public Libraries, was too voluminous. Instead it has been published as a separate volume and submitted to the ERIC System for distribution.

Field Input and Survey Development

During Fall, 1983 in addition to the ongoing literature review an ASE Panel was identified from whom input would be sought for questionnaire development. Prospective panel members were drawn from the following groups identified in the ALA Handbook of Organization:

- Association of Specialized and Cooperative Library Agencies
  - Bibliotherapy Committee
  - Continuing Education Committee
  - Library Services to the Blind and Physically Handicapped
  - Library Services to the Deaf
  - Library Services to the Developmentally Disabled
  - Library Services to the Impaired Elderly
- Ethnic Materials and Information Exchange Round Table
- Laubach Literacy International
- Library Service for American Indian People
- Literacy Volunteers of America
- Office for Library Outreach Services
- Public Library Association
  - Alternative Education Program Section
    - Basic Education and Literacy Services Committee
    - Job and Career Information Services
    - Parent Education Services
  - Marketing of Public Library Services Committee
  - Multilingual Library Services Committee
  - Planning Process Discussion Group
  - Use of Microcomputers in Public Libraries Taskforce
  - Videotex Task Force
- Reference and Adult Services Division
  - Adult Library Materials Committee
  - Adult Materials and Library Services Discussion Group

Adult Services Committee

Cooperative Reference Services Committee

Evaluation of Reference and Adult Services Committee

History Section

Interlibrary Loan Committee

Library Services to an Aging Population Discussion Group

Machine-Assisted Reference Section

Multilingual Services and Materials Discussion Group

Women's Materials and Women Library Users Discussion Group

REFORMA

Social Responsibilities Round Table

A letter requesting attendance at an Assembly to be held at the ALA Midwinter Meeting 1984 was sent to representatives from each of these units along with a copy of the Goal Award proposal and a response form (Exhibit 2a,b). At the 1984 Midwinter Meeting Assembly Heim and Nuttall solicited input and distributed a brief questionnaire (Exhibit 2c).[2] The questionnaire was returned by representatives from the following ALA units:

Association of Specialized and Cooperative Agencies

Library Service to the Impaired Elderly Forum

Library Service to the Blind and Physically Handicapped Forum

Ethnic Materials and Information Exchange Round Table

Public Library Association

Alternative Education Programs Section

Goals, Guidelines and Standards Committee

Marketing of Public Library Services Committee

Multilingual Library Services Committee

Reference and Adult Services Division

Adult Materials Committee

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[2]Thomas T. Jones, "ASE Update," RQ 23 (Spring 1984): 294-295

Adult Services Committee

Aging Population Services Committee

AFL/CIO Library Services to Labor Committees

RQ Editorial Advisory Board

In addition a number of interested individuals attended and returned questionnaires. Responses were used to focus on areas of critical concern. A brief summary of responses follows:

List three most critical issues

* growing percentage of the population in the "aged" group; resources and services for the impaired elderly
* what is the ability of libraries to serve the blind and physically disabled?
* what literacy and basic education services are available to special groups such as the deaf or adult learning disabled?
* how to interface with the adult education community?
* are community surveys being used to design specific surveys for specific clienteles?
* what is the availability of multilingual collections?
* what is the importance of adult services with the total library operation?
* was the PLA planning process used?
* are there plans to serve the unserved?
* does career counseling exist?
* how are adult services priorities established?
* are there programs on microcomputers?
* what public relations have proved effective?

These responses were used to ensure that the literature review was on-target and in development of the questionnaire. Helen Lyman, author of the 1954 study, attended the Midwinter hearings and offered valuable insight.

Thomas T. Jones, Chair of the Service to Adults Committee, presided over ASE sessions in 1984-86. Publicity in RQ, letters to the ASE Panel, and follow-ups to those who attended the 1984 Midwinter Meeting resulted in attendance by over 100 individuals at the 1984 Annual Conference ASE

Hearings.[3] Comments and questions were consolidated for ongoing questionnaire development. In Fall, 1984 David Hovde was named ASE Coordinator.

In December, 1984 the ASE staff distributed a "draft questionnaire" to all individuals who had attended the 1984 Midwinter and Annual ASE Hearings (Exhibit 3). Respondents were asked to evaluate the questionnaire and attend a questionnaire Hearing at the Midwinter Meeting in January 1985.

In addition to the draft questionnaire the ASE Staff distributed a booklet that had accompanied the 1952-53 Lyman survey (Exhibit 4). At the 1985 Midwinter Meeting those who had received draft questionnaires concentrated on refinements. Copies were available for examination at the Hearing. Based on input received at the Hearing and mail response the questionnaire was revised.[4] Hovde formatted many iterations of the questionnaire.

In July 1985 a greatly revamped questionnaire cut from 12 to 8 pages was distributed for further comment (Exhibit 5). In fall, 1985 Gary O. Rolstad was named ASE Coordinator. Meetings with the Services to Adults Committee at Annual Conference 1985 and Midwinter 1986 provided further ideas for refinement.

At this time Dr. Danny P. Wallace, an information scientist who had joined the LSU faculty, was engaged to advise on questionnaire revision. Under his supervision the questionnaire was consolidated and reduced in size to its final form.

In March 1986 the pretest of the final questionnaire (Exhibit 6) was conducted, again soliciting input from the ASE panel. Thirty-six questionnaires were sent (11 for response by central libraries, 25 for branches); 24 (8 central, 16 branches) were returned. This form of the questionnaire had retained 13 responses as to why the library did not provide each service, as well as suggested responses for the program page. The number of programs described in Part II was reduced from 10 to 5 and a question about

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[3]Thomas T. Jones, "ASE Update," RQ 24 (Fall 1984): 31; "Adult Services in the Eighties: Project of RASD," Cognotes #3 (June 26, 1984): 1.

[4]Thomas T. Jones, "ASE Update," RQ 24 (Spring 1985): 284.

utilization of the Planning Process was added to the cover form. ASE Coordinator Rolstad oversaw the questionnaire mailing and established procedures for returns.

PHASE II: The Final Survey - 1986

The Final Survey

In May 1986, the final survey (Exhibit 7) was mailed to 1758 library systems.

Selection of Target Libraries

Using the 1983 American Library Directory, public library systems serving a population of 25,000 or more were selected. Because surveys were sent for each branch, responses were received from individual libraries serving as few as 66 patrons. It was decided to survey all of the libraries rather than take a random sample because of the unique and diverse information being gathered in Part II. A random sample was selected and compared against the whole population to check for validity.

Over 8,000 copies of the survey were actually sent for distribution to member libraries and branches. The survey incorporated many of the suggestions made by the test respondents. The reasons for not providing service were eliminated, reducing the number of possible responses to each question from 16 to 3 and the number of questions from 49 to 44. The lists of suggested responses for Part II (specific programming) were eliminated. The total number of pages was thus reduced from 7 to 3. The final version of the survey was accompanied by an identifying cover form (with space for office coding) and a cover letter from RASD president, Rebecca Kellogg, and Principal Investigator/RQ editor, Kathleen Heim.

Creation of Card File for Tracking

A machine readable file of the headquarters addresses of each of the library systems was created using Apple PFS: FILE. Two sets of labels were printed. One was reserved for mailing. The other labels were each attached to a 3 x 5 card. These were then filed alphabetically within state by city. Code numbers were added to the upper right hand corner of each card. These were six digit numbers for single libraries, and eight digit numbers for library systems with branches. The first two digits of the code were the first two digits of the zip code. The next four digits, beginning with 0001, were applied sequentially. The final two digits were used to designate branches within a system. Cards were also coded with the number of branches and bookmobiles within a system (#branches/#bookmobiles). Stand-alone libraries (with no branches) were marked with an "S."

Procedures for Mailing

Nine thousand copies of the survey were reproduced and collated at the copy service. Nineteen hundred of the Kellogg/Heim letter, 1,900 of the central form covers, and 7,200 of the branch form covers were reproduced. An explanatory note regarding distribution to bookmobiles and branches was added to central forms which were to be sent to systems.

Members of the Research Center Annex Consulting Group collated surveys and stuffed envelopes. One group collated surveys with cover letters and identifying cover forms to produce three types of completed packets differentiated by the identifying cover form: centrals with no branches, centrals with branches, and branches. Another group prepared envelopes. LSU mailing labels with the computer generated mailing labels affixed were glued to the mailing envelopes (9 x 13 manila clasp). These envelopes were then coded for number of surveys required using the coding from the 3 x 5 card file. Return envelopes (9 x 13 manila) were prepared by affixing LSU mailing labels with computer generated address labels for the ASE project. These were

then folded in half so that they could be wrapped around a packet of surveys and easily slipped into the mailing envelope.

Packets of surveys for mailing were collected using the coding on the outside of the envelope. Singles received just a single central with no branches survey. Systems received a central with branches survey, the appropriate number of branch surveys, and one branch survey for bookmobile service (regardless of the number of bookmobiles).

Filled envelopes were sorted by weight, then arranged in zip code order to meet post office regulations and take advantage of reduced bulk mailing rates. Surveys for systems with more than 20 branches were mailed in two packages or more. Packages which contained more than 15 surveys were marked for third class handling. Total mailing costs were $1,960. The mailing took 240 hours to collate, stuff, and prepare packets.

Procedure for Recording and Marking Returned Surveys

Returned packets of surveys were opened and the envelopes kept with them until identification was established. Some surveys were returned without the identifying cover sheet, so postmarks and return addresses were valuable in identifying them. In the final count, there were only four surveys that could not be used because they were not identified. The identifying sheets were then stapled to the surveys in the upper right hand corner to standardize the packets and facilitate handling during data entry. Systems were clipped together. Each survey was given the code number transcribed from the 3 x 5 card, with branches being differentiated from each other using the last two digits sequentially (01,02..). The cards were then marked with: 1) the date of receipt, 2) the number of surveys returned, and 3) use of the planning process and date implemented. The number of surveys returned and the number of systems represented were then recorded in the daily log. Coded and counted surveys were put into a folder to await addition of demographic data.

Demographics were added using information from the 1983 County and City Data Book. The following categories were recorded:

- percentage white
- percentage black
- percentage Hispanic
- percentage other ethnic origin (the sum of the two categories, "American Indian, Eskimo, and Aleut" and "Asian and Pacific Islander")
- percentage with 12 years of education
- percentage with 16 years of education
- percentage of population over 65 years of age
- per capita income, percentage of families below poverty level, and total population.

Figures were rounded to the nearest whole number. In the case of regional systems, statistics for member counties were averaged (except for population, which naturally was added). If a large metropolitan area had its own independent library system, but was within a geographic boundaries of a regional system, the population of the metropolitan area was subtracted from the larger system, unless the metropolitan library was specified as a member. Once demographics were added, surveys were filed in the appropriate state folder.

The 1986 Annual Conference occurred after questionnaires had been sent but before they had been completely returned. Gary Rolstad, ASE Coordinator, organized a "Status Report" meeting on July 1 at the Conference. Helen Lyman, who continued as a consultant to the Project, and Suzanne Sutton, the Chair of the Adult Services Committee, were featured as speakers. Exhibit 8 summarizes this meeting.

Back at ASE Headquarters after the Annual Conference the ASE Staff returned to data entry. An interim report by Rolstad highlighted preliminary findings.[5] LSU/SLIS Research Associates working on the ASE Project in summer 1986 enrolled in the Seminar LIS 7908, "Adult Services in the Public Library," and were assigned state responsibilities (Exhibit 9).

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[5]Gary O. Rolstad, "ASE Update" RQ 26 (Fall 1986): 18.

Reminders

Systems that had not returned surveys by July 22, 1986 were sent reminder cards (Exhibit 10). Mailing was completed July 28, 1986. All nonrespondent systems with more than three branches were called between September 10, 1986 and October 15, 1986. Replacement questionnaires were sent to all those who requested them.

Another LSU/SLIS Seminar, LIS 7908, "Literature and Practice of Adult Services in Public Libraries" was instituted for Fall, 1986, and Connie Van Fleet was appointed ASE Coordinator.

Data Entry

Responsibility for data entry was divided by state among Research Associates. Each team member received a packet of three floppy disks: a program disk, a data disk, and a backup data disk. This procedure accomplished three purposes: 1) all entries for a particular state would be on the same disk, 2) a team member would always have access to his or her working disk, and 3) any consistent inputting errors could be easily tracked and the individual's procedure corrected.

Questionnaires were entered on an IBM PC using original programming developed by (Exhibit 11a). Data were stored on floppy disk. At the end of each inputting session, the program instructed the operator to make a backup copy of the day's work. Each survey was marked after entry, then filed by code number within states.

When a disk was filled, or when all surveys had been entered for those states, it underwent a series of checking and processing programs before being added to the Main Data File.

1. DTACHK program (Exhibit 11b) is a program used to check the data file for extra "s and ensure that there had been no errors in entering central and branch code numbers.

2. CLEANUP is a second check to translate null values into a format readable by the SPSS package (Exhibit 11c).

3. The "state append" program sorts the surveys by the middle four digits of the code, then assigns a state label according to the range in which they fell (Exhibit 11d).

Once all of above tests were completed, the data were copied and stored on hard disk. The SPSS-PC (Statistical Package for the Social Sciences) was used to ascertain frequencies for each question and cross tabulations for various sections of the data. These frequencies and cross tabs were used to create graphic displays and serve as a basis for reporting and analyzing survey results. Data entry closed November 6, 1986.

As this major phase of the Project drew to a close Heim developed a background article, "Adult Services as Reflective of the Changing Role of the Public Library," that included a reprint of the ASE Survey for RQ Winter 1986.[6]

PHASE III: Data Analysis and Assimilation of the Literature 1987-89

Data Analysis

Danny P. Wallace headed up the data analysis team with Data Input and Analysis Coordinator, J. Stuart Douglass.

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[6]Kathleen M. Heim, "Adult Services as Reflective of the Changing Role of the Public Library," RQ 26 (Winter 1986): 180-187,

To report findings within context Heim decided to identify key concerns for assigning chapters in the projected monograph. Authors would use the literature review files plus ASE findings.[7] Connie Van Fleet oversaw initial report development.[8] In Spring, 1987 Heim instituted a third seminar at LSU/SLIS, LIS 7106 "Adult Services for Special User Groups: Aging, Handicapped, Ethnic Minorities, Unemployed."

An ASE Project overview with special focus on the management of a large-scale research enterprise was presented at a Louisiana State University School of Library and Information Science Research Forum by Van Fleet and Ken Mauldin (Mauldin, a Research Associate, had also been involved in data entry and in assimilating background information on library services to labor).

Focus on ASE findings for Louisiana libraries (as an example of state-specific analysis) was presented to the Louisiana Library Association by Van Fleet in April 1987.

Preliminary findings were reported at the 1987 Annual Conference Research Forum of the Library Research Roundtable by Van Fleet, Wallace, Rolstad, and Heim.[9] An overview of the Project by Van Fleet appeared in the 1987 ALA Yearbook.[10]

Janice M. Simpson was named ASE Coordinator for 1987-88. Writing of chapters continued. The final LSU/SLIS seminar, LIS 7209, "Information Resources for Adult Services" was offered in Summer, 1987. A few authors withdrew from the Project and others were identified. A contract with the American Library Association was drawn up for publication of the essays.[11] During the interim between writing and publication Van Fleet focused on ASE

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[7]Connie Van Fleet, ASE Update" RQ 26 (Spring 1987): 302-303.

[8]Janice M. Simpson, "ASE Update" RQ 27 (Fall 1987): 29-30.

[9]Janice M. Simpson, "ASE Update," RQ 27 (Spring 1988): 320-321.

[10]Connie Van Fleet, "The Adult Services in the Eighties Project" in The ALA Yearbook of Library and Information Services, 1987," edited by Roger Parent (Chicago: American Library Association, 1987): 259.

[11]Janice M. Simpson, "ASE Update" RQ (Spring 1988): 320-321.

data relating to Library Service for the Aging presenting information at the 1988 ALA Conference and developing an article on the topic for Public Libraries.[12]

The editing process took longer than expected as effort was made to place all essays in machine-readable form. Mrs. Joyce Meadows, Word Processor at LSU/SLIS had primary responsibility for production. Donna Howell, the final ASE Coordinator, worked with SLIS Computer Resources Coordinator, John P. McLain, on program compatability. Heim and Wallace re-edited each chapter and returned them to authors for revision. Finally, in Fall 1989 Heim was granted sabbatical leave to complete the ASE Project. The manuscript was delivered to ALA Publishing in December 1989 with a projected publication date of Summer 1990.

Adult Services: An Enduring Focus for Public Libraries

The culmination of the ASE Project is the volume, Adult Services: An Enduring Focus for Public Libraries. The essays and authors are listed below;

[12]Connie Van Fleet, "The Adult Services in the Eighties Project: Findings and Implications for Service to Older Adults" Public Libraries 28 (March/April, 1989): 107-113.

Adult Services: An Enduring Focus for Public Libraries

edited by

Kathleen M. Heim and Danny P. Wallace

Adult Services: An Enduring Focus.....Kathleen M. Heim

The Character of Adult Services in the Eighties:
Overview and Analysis of the ASE
Questionnaire Data.....Danny P. Wallace

Lifelong Learning Theory and the Provision of Adult
Services.....Connie Van Fleet

Public Library Service to Minorities.....Charlene C. Cain

Literacy Services in Public Libraries.....Gary O. Rolstad

Public Library Services to Adult Job Seekers.....Michele M. DeLorme

Library Service to Labor Groups.....D. W. Schneider

Public Library Service to the Economic Community.....William E. Moen

Bookmobiles and Adult Services.....Bert R. Boyce and
Judith I. Boyce

Serving Older Adults.....Betty J. Turock

Service to the Handicapped.....Janice M. Simpson

Genealogy in the Public Library.....Christopher E. Marhenke

Parent Education.....Lolah Giamalva

The Role of Public Access Microcomputers in
Adult Services.....Anthony E. Barnes

The Public Library as a Social/Cultural Institution:
Alternative Perspectives and
Changing Contexts.....Connie Van Fleet and
Douglas Raber

Closure

As already noted, the bibliography of over 2,500 items accompanied by a subject index has been submitted as a separate item to the ERIC System. This final report, which outlines the progress of the ASE Project, is a by-product of the overall effort and serves to discharge Heim and the Research Center Annex Consulting Group from its tasks.

Exhibits

Exhibit 1.....Adult Services in the Eighties --The ASE Project-- ALA Goal Award Proposal Submitted by the Adult Services Committee of the Reference and Adult Services Division

Exhibit 2.....a) letter requesting attendance at ASE Assembly b) response form for ASE panel participation c) questionnaire distributed at ASE Assembly

Exhibit 3.....First Draft of ASE Questionnaire mailed December 18, 1984 to ASE Panel

Exhibit 4.....Booklet distributed with 1952-53 Survey of Adult Education in Public Libraries

Exhibit 5.....ASE Project Questionnaire - Draft II mailed July 1985 to ASE Panel

Exhibit 6.....Pretest of Final Survey Tool requesting input from ASE Panel, March 1986

Exhibit 7.....Cover Letter and Final Version of ASE Questionnaire mailed, May, 1986

Exhibit 8.....Summary of ASE Project "mid-mailing" prepared by Gary O. Rolstad for ASE Program at the American Library Association Annual Conference, July 2, 1986

Exhibit 9.....Rolstad memo on Data Entry

Exhibit 10.....ASE Reminder, July, 1986

Exhibits 11a-d.....a) Data Entry Program b) Data Check Program, c) Cleanup Program d) State Append Program

EXHIBIT 1

Adult Services in the Eighties

--The ASE Project--

ALA Goal Award proposal Submitted

by the Adult Services Committee

of the

Reference and Adult Services Division

Adult Services in the Eighties

--The ASE Project--

1982 ALA Goal Award Proposal submitted by the Adult Services Committee of the Reference and Adult Services Division

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Adult Services in the Eighties

(The ASE Project)

"We are a pluralistic society, one in which we need to recognize our diversities as well as our commonalities. We can learn to nurture and implement greater service effectiveness only by looking critically at the totality of public library services, within the larger context of type-of-library partnerships, before we can devise how best to serve the adults of our particular communities."

--Rose Vainstein, "An Historic Perspective on Adult Services in American Public Libraries." in Public Libraries and New Directions for Adult Services. Eds. Joan C. Durrance and Rose Vainstein (Ann Arbor, Michigan: University of Michigan, School of Library Science, 1981), p. 17.

Abstract

Adult services are diverse and difficult to describe on a national level. Recognizing the strength and need for diversity the Adult Services Committee nevertheless feels it is imperative to develop a state-of-the-art survey of Adult Services in the Eighties (ASE). The ASE Project will be comprised of a national survey of adult services and will replicate, to some degree, the survey carried out in 1952-53 by Helen Lyman Smith. The final result of the ASE Project will be a technical report and analysis of Adult Services as they are practiced in order to plan new directions for this central aspect of library service.

The Relationship of the Project to the ALA Goals and Priorities

The ALA overarching objective of "promoting and improving library service" and the definition by ALA of its broad social responsibilities

> "in terms of the contribution that librarianship can make in ameliorating or solving the critical problems of society; support for efforts to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem"

are addressed squarely by the "Adult Services in the Eighties" (ASE) Project. The proliferation and fragmentation of Adult Services as they appear when delineated need to be examined as a part of a service orientation that, when seen whole, works toward achievement of ameliorating or solving the critical problems of society. From data analyzed by survey research the ASE Project will develop a contemporary typology of Adult Services in order to provide planning information for the profession.

Project Proposal

A. Statement of the Problem

"Adult Services" is a term used to describe all aspects of library work with adults. Variously defined since the beginnings of the American public library movement and with changing emphases during the last century,[1] the services are commonly agreed to include information, guidance, instruction and stimulation.[2] The diversity of Adult Services defies simple codification and renewed current emphasis on the planning process as a means of defining the level, form, and style of services in a given community complicates any attempt to codify or provide a whole view of Adult Services even more.

However, it is precisely because of the current emphasis on the uniqueness of any given set of services within a specific library that we propose the ASE Project, since it is difficult to formulate a coherent description of Adult Services due to fragmentation of orientation by different age levels, racial and ethnic groups, and socio-economic characteristics. Diversity is a strength of Adult Services but the lack of information on the nature of that diversity, or areas of current and unique concentration often confound the profession when asked to describe the scope of Adult Services or to develop comprehensive plans. The problem we face in attempting to develop a state-of-the-art of Adult Services is a three-fold problem: diversity, uniqueness, and linkage.

The Diversity Problem

Trying to understand Adult Services as a single concept is bewildering. Typical articles in professional journals about a service in Idaho for elderly patrons who are visually impaired, or a program in New York state to assist job seekers, or a special collection of Hispanic information and referral resources in Arizona seem to be unrelated but are actually parts of a continuum of service modes which can be generally characterized as Adult Services.

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[1] Rose Vainstein, "An Historic Perspective on Adult Services in American Public Libraries, in Public Libraries and New Directions for Adult Services, eds. Joan C. Durrance and Rose Vainstein (Ann Arbor, Michigan: University of Michigan, School of Library Science, 1981), pp. 11-12.

[2] Margaret Monroe, "Emerging Patterns of Community Service," Library Trends 28 (Fall 1979): 129.

The ASE Project will face the diversity problem by developing a typology of Adult Services cross-tabulated by socio-economic and demographic characteristics.[1] In addition to presentation of hard data in tabular format, the Project will also include a literature review and analysis of theoretical and research findings about the various aspects of Adult Services as they have been written about over the last thirty years in order to integrate these with the contemporary practice of Adult Services.[2]

The Uniqueness Problem

Recent emphasis on locally generated goals and objectives might seem to be a confounding factor in developing a national-level description of Adult Services. However, the ASE Project is intended to discover to what degree the application of the planning process principles affects the style of Adult Services.[3] ASE Project data will be subsetted so that separate inferences may be made about those libraries which have employed the planning process in setting program priorities and those which have not. To some degree, the bifurcation of libraries studied into users and nonusers of the planning process will demonstrate the effects of the process on the evolution of service styles.

---

[1]For purposes of longitudinal comparison, we intend to tie our survey to the benchmark study conducted by Helen Lyman Smith, Adult Education Activities in Public Libraries (Chicago: ALA, 1954). The very name of the Smith study underscores the changing emphasis of Adult Services over the years. "Adult Education" was broadly construed in the 1954 study and was not narrowly confined to educational activities per se but rather applied to a wide range of public services. For a complete list see 37 services enumerated on page 17 (table 15). These included exhibits, book talks, programs on special subjects, studies of community needs and resources, remedial reading, and television programs. Thus, while changing terminology might, at first, make comparison of the Smith study with the data to be gathered in the ASE Project seem overly narrow, the broad construction placed on the term "Adult Education," in 1954 makes the studies quite compatable.

[2]The richness of library research in Adult Services since 1954 may be estimated by the many entries under "Adult Services" in the Library Literature indexing service. A major portion of the ASE Project will be devoted to organizing and summarizing this literature in relation to the variables studied.

[3]As Alan R. Samuels has noted, "Not everyone follows the Planning Process to the letter. There are many deviations from the methods suggested in that process. [there has been an] increase in local efforts to develop processes which reflect...particular needs." Public Libraries 20 (Winter 1982): 116. Thus, in the ASE Project, we will broadly construe application of the planning process to include not only use of A Planning Process for Public Libraries (Chicago: American Library Association, 1980) but local variants as well.

The Linkage Problem

To some degree libraries modify the level and style of Adult Services to supply services not offered by other agencies in the local community. Thus, a community which has, for example, used revenue sharing funds to support a senior citizen's center, may find less emphasis on library service to senior citizens than it would if such a center did not exist. Conversely, the existence of such a center may stimulate the library to link up with that center in order to deliver more sophisticated types of service. The synergistic interplay of community services is an aspect of Adult Services that requires scrutiny.[1] The ASE Project will gather data to determine the effect of community linkages on library Adult Services styles.

Put simply, the problem faced by the Adult Services Committee is to try to understand how diversity, uniqueness, and linkage affect the current practices of Adult Services. We need a base of raw information which can be analyzed, studied, and used for projection in order to make recommendations and plan for the future of Adult Services. It has been thirty years since the profession has gathered such data on a national level. It is time to do so again.

B. Project Outline

1. The objectives of the ASE Project are:

   a. To present a state-of-the-art description of the extent of Adult Services provision in the U.S. public libraries

   b. To describe these services from a variety of viewpoints:
      i) by size of population
      ii) by geographic area
      iii) by socio-economic status of the community served

   c. To discuss Adult Services in the context of the theory and research that has been conducted since the 1954 survey

   d. To ascertain the affect of the planning process (or variants) on the style and level of services provided

   e. To determine the extent to which linkage with other community agencies affects the extent or format of services

   f. To develop a machine-readable base of information from which future directions of Adult Services may be projected.

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[1] This problem is explored by Margaret E. Monroe in her essay, "Adult Services in the Third Millenium." RQ 18 (Spring 1979): 267-273. We intend to apply the "Forces-at-Work" concept to questions pertaining to linkage.

2. Conduct of the Project

The study will have three major phases: ASSIMILATION; DATA GATHERING; and REPORTING.

ASSIMILATION. A literature review will be conducted to determine the major research studies conducted since 1954 in the four primary areas of Adult Services: information, guidance, instruction and stimulation. This review will be used to develop a comprehensive essay identifying trends and current practice in the field. Validated research instruments will be collected in order to compile the questionnaire to be used in the second phase of the project.

DATA GATHERING. A questionnaire will be developed using information and research identified in the first phase. The questionnaire will be validated and will replicate, where applicable, questions asked in the 1954 study. In addition, there will be an emphasis on questions to determine the use of planning to set service priorities as well as linkages with other community agencies.

The questionnaire will be sent to public libraries in four groups according to population size:

	Population Groups	
Group 1	100,000 and above	122
Group 2	25,000 to 99,999	360
Group 3	10,000 to 24,999	476
Group 4	under 10,000	1065
TOTAL		2023

Information appropriate to cross-tabulation such as size of community and library size can be stripped from the National Center for Education Statistics 1977-1978 HEGIS tapes. These data are the most recent gathered by NCES and are easily available for computer sampling.

Data gathered will be analyzed using a standard social science statistical software package such as SPSS or OSIRIS in order to present descriptive statistics, tables, and charts.

REPORTING. A final report will be developed to be disseminated by ALA/RASD. Formal presentation of the findings will be made at the ALA Conference which follows the completion of the draft report. It is anticipated that the ASE Project will be the focus of division-wide discussion. Data tapes and other technical documentation such as codebooks and data preparation information will be formatted according to "Guidelines for Preparing and Documenting Data" (as presented in Reanalyzing Program Evaluation Policies and Practices for Secondary Analysis of Social and Educational Programs. San Francisco: Josey-Bass, 1982, pp. 84-143) for deposit at an appropriate social science data library which will disseminate the data set (for example the Inter-university Consortium for Political and Social Research at the University of Michigan).

A table of contents follows:

Table of Contents for:

Adult Services in the Eighties

"ASE Project"

Introduction

Need for study, summary of previous studies.

Chapter One: Research on the Four Modes of Adult Services: 1954-1984.

Information
Guidance
Instruction
Stimulation

Chapter Two: The ASE Project--Data Gathering and Instrumentation.

Sample determination
Questionnaire validation and development

Chapter Three: ASE Project Results.

Extent of Adult Services
Adult Services and the Planning Process
Adult Services and Community Linkages

Chapter Four:

Implications of the ASE Project for the Future of Adult Services

Appendices

A. Bibliography of Research in Adult Services

B. Questionnaire used in the ASE Project

C. Technical Documentation and Codebook for the ASE Project

C. Evaluation

The products of the study are:

1) Analytical Literature Review

2) Presentation of Descriptive Data

3) Report of Suggested Future Directions for the Profession.

Each of the products will be evaluated in different ways. Below we describe the specific techniques to be applied to each product.

1) Analytical Literature Review. Literature reviews are generally evaluated by the profession through the formal academic channels. Prior to presentation in the final report, sections of the literature review will be sent to recognized experts in each major area studied to ascertain completeness and comprehensiveness.

2) Descriptive Data. Again, the formal report will be scrutinized by the profession for its methodology and techniques. Prior to publication, these techniques will be monitored by the Library Research Center at the University of Illinois Graduate School of Library and Information Science to determine that the methodology is appropriate.

3) Report of Suggested Future Directions for the Profession. This report will be the topic of discussion at an ALA Conference following the completion of the project. It is anticipated that the Adult Services Committee of RASD will determine that the ASE Project will be presented to the RASD membership at an open forum where panel discussions and hearings will "throw-open" the results to professional scrutiny. An additional phase, such as the use of the Delphi technique, may be applied at this time.

D. Staff/Personnel

The ASE Project will require a Project Director, Research Assistant, and Advisory Committee.

Project Director. Kathleen M. Heim. The Project Director is Assistant Professor at the University of Illinois Graduate School of Library and Information Science. Her areas of teaching competence include Adult Services. Her research experience is in survey research and in data documentation. Note that Heim has edited two issues of Library Trends related to the ASE Project and its conduct: Emerging Patterns of Community Service and Data Libraries for the Social Sciences. Heim has written about Adult Services in the recently published volume, The Service Imperative for Libraries. (A resume is attached.)

Research Assistant. A library science student will be selected to coordinate the questionnaire mailing and to assist the Project Director in data entry.

Advisory Consultants. As noted in section C. (above), certain aspects of the ASE Project will be reviewed by experts. Some of these have been contacted and would be willing to lend advice on the Project if it is funded. While it would be unseemly to make arrangements prior to funding, Helen Lyman Smith (Project Director of the 1954 survey) and Margaret E. Monroe have indicated an interest in the Project. Other experts will be contacted and their qualifications outlined should the Project be funded.

Clerical Support

E. Budget

1. Personnel

Project Director (half-time)	$11,000....contributed
Research Assistant 25% time for 6 months @ $6.00/hour	$1,560
Advisory Consultants	contributed
Clerical Support	300

2. Supplies

Reproduction of 2,023 questionnaires	225
Postage (mailout, mailback)	2,023
NCES HEGIS Tapes	75
Telephone and miscellaneous	250

3. Data Analysis (data entry and computer time)	550
	$4,983

F. Impact of the Proposal

The ASE Project will make a significant contribution to librarianship as well as the Goals and Objectives of the American Library Association. Adult Services are the vehicle by which library resources are deployed to inform and educate the people of the United States about critical social problems of society yet, due to their diffuse nature, little is actually known about their precise scope or variety. Empirical data gathering will allow the profession to plan more accurately the future direction of Adult Services.

The importance to the sponsoring group, the RASD/Adult Services Committee, is clear if we iterate part of the charge to that committee:

> "To collect and disseminate information on existing library programs and services."
>
> "To serve as a consultant for libraries with adult programming and/or services problems."

The enormous scope of Adult Services necessitates the support of a major award to underwrite the level of data dissemination required by the Committee's charge. The award will supply the Adult Services Committee with the resources required to undertake the first national survey of the field in thirty years in order to be able to fulfill its consultative role.

The audience for the results of the ASE Project will not only be those librarians specifically working in areas of Adult Services, but to the profession-at-large as well. The goals of the Adult Services Committee are inextricably intertwined with the goals of the American Library Association since the target group of service is all adults and the result of more information about this central aspect of service will aid librarians in understanding the scope of professional activity.

The ASE Project findings will be disseminated in a formal technical report (as indicated above) and in articles written for such journals as RQ or Library Quarterly.

Calendar

September - December, 1982:	Initiation of literature review; study identification and questionnaire validation.
December, 1983:	Submission of literature reviews to advisory consultants for evaluation.
January, 1984:	Presentation of progress report to RASD Adult Services Committee at ALA Midwinter Meeting. Submission of draft questionnaire for Committee approval.
February, 1984:	Distribution of questionnaire.
March, 1984:	Data entry and analysis of questionnaires begins.
April, 1984:	Analysis continues.
May, 1984:	Preliminary report drafted.
June, 1984:	Hearings on ASE Project results at ALA Annual Conference.
August, 1984:	Presentation of final ASE Project Report to the RASD/ Adult Services Committee.

EXHIBIT 2

a) letter requesting attendance at ASE Assembly

b) response form for ASE panel participation

c) questionnaire distributed at ASE Assembly

SAMPLE

School of Library and Information Science
267 Coates Hall
LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE
BATON ROUGE · LOUISIANA · 70803-3920
504/388-3158

We are writing to ask your advice on a most important project. The RASD Services to Adults Committee has received the ALA Goal Award to study the current state of the art of adult services in public libraries. This project, titled "ASE"--Adult Services in the Eighties--will consist of a questionnaire to be sent to a stratified random sample of U.S. public libraries and a major report detailing findings in a context of current theoretical writing about adult services. This Project is, to some extent, an update of the benchmark study conducted by Helen Lyman in 1953.

In order to develop a questionnaire that reflects a broad spectrum of contemporary concerns the Services to Adults Committee would like to invite you in your capacity as ---------- to attend an Open Hearing at the Midwinter Meeting to be held from 2:00-4:00 p.m. on Sunday, January 8, under the auspices of the RASD Services to Adults Committee. You will need to check the Midwinter Meeting Program for location. If you can attend or would be willing to send another representative from your ----------on your behalf please fill out the enclosed information sheet and return to Kathleen Heim, ASE Project Principal Investigator, by December 15, 1983. Enclosed for your information is a copy of the proposal.

Thank you for your interest and cooperation. We look foward to hearing from you.

Sincerely,

Thomas T. Jones, Director
Veterans Memorial Public Library,
Bismarck, North Dakota and
Chair, RASD Adult Services to
Adults

Kathleen M. Heim, Dean
Louisiana State University
School of Library and
Information Science and
ASE Project, Principal
Investigator

Enclosures

ASE PANEL RESPONSE

_____ Yes, a representative from _____
(name of unit, committee, etc.)

will attend the ASE Open Hearing at the ALA Midwinter Meeting January 8, 1984.

Name _____

Address _____
(mailing)

_____

_____

Business phone ( ) _____

_____ No, a representative from _____
(name of unit, committee, etc.)

will not be able to attend the ASE Open Hearing but we would like to be placed on the ASE mailing list in order to learn of future developments.

Name _____

Address _____
(mailing)

_____

_____

Business phone ( ) _____

Please return in enclosed envelope to ASE Principal Investigator:

Dr. Kathleen M. Heim, Dean
School of Library and Information Science
Louisiana State University
267 Coates Hall
Baton Rouge, LA 70803

EXHIBIT 2c

School of Library and Information Science
267 Coates Hall
LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE
BATON ROUGE · LOUISIANA · 70803-3920
504/388-3158

ASE

Adult Services in the Eighties

A Project of the Services to Adults Committee

Reference and Adult Services Division

Thank you for your interest in the ASE Project. Your attendance at this forum will provide the ASE Project staff with important opinions in your area of expertise. Please fill out the following. You may either pass this to the ASE staff at the end of today's session or mail it back in the envelope provided after consultation with the group you represent.

1. Please list what you view as the three most critical issues pertaining to your area in which information is needed.

   a.

   b.

   c.

2. Are there any open-ended questions that you would like to see included in the ASE Project survey?

3. Are you willing to review the ASE survey before it is pretested? ____Yes ___ No

4. Other.

Name _____

Address _____

_____

_____

Telephone ( ) _____

Representing: _____

Please return to:

Kathleen M. Heim, ASE Project
School of Library and
Information Science
Louisiana State University
267 Coates Hall
Baton Rouge, LA 70803

EXHIBIT 3

First Draft of ASE Questionnaire

mailed December 18, 1984

to

ASE Panel

A S E Adult Services in the Eighties
Reference and Adult Services Division
A Project of the: Services to Adults Committee
American Library Association

Adult Services in the Eighties

"ASE Project"

Preliminary Questionnaire

Attached is a draft questionnaire. It is not in final form and has yet to be evaluated for computer analysis. It is intended to replicate questions and format from the 1952-53 survey for longitudinal comparison. Questions no longer deemed pertinent such as those relating to provision of film strips have been deleted. New questions such as those relating to microcomputers have been added. A booklet that describes each service will be provided when the questionnaire is sent to libraries.

Please peruse the questionnaire, write freely on it, and add comments. A questionnaire draft will be sent to all who have attended ASE hearings during 1983 for their comment.

Please fill out this sheet, evaluate the questionnaire, and make additional comments you deem important. Return to the ASE Project Office in the envelope provided no later than January 25. There will be two more iterations before the final version. Thank you for your help.

Name_____

Address_____

_____

_____

Position_____

Business Telephone_____

ASE Project Director
Kathleen M. Heim
Louisiana State University
School of Library and
Information Science
267 Coates Hall
Baton Rouge, LA 70803

EXHIBIT 3

2

Part I-Adult Services

Below is an abridged list of services you have read about in the booklet. If you provide circle "1." If you do not provide circle "2." If you do not provide but would like to circle "3." If you have circled "2"--do NOT provide--also circle all reasons you do not as listed in columns 4-16.

REASONS YOUR LIBRARY IS NOT PROVIDING THIS SERVICE

SERVICES	Provide	Do not provide	Would like to provide	Shortage of program leaders	Shortage of qualified librarians	Lack of funds	Lack of "know how"	Librarian feels service unsuitable	Board feels service unsuitable	No community need	Community needs unknown	Other agencies provide this service	Lack of space	Lack of time	Lack of means to publicize	Other reasons (check and list on other side)
SUPPLYING																
1. Arrange & display within the library exhibits, reading lists, materials collections	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
2. Supply and/or display outside the library exhibits, reading lists, materials collections	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
3. Supplies musical/spoken records/tapes	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
4. Supplies and/or shows films	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5. Supplies and/or shows videotapes	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
6. Supplies books and printed materials, as needed, in duplicate quantities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
7. Supplies physical facilities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
8. Supplies media equipment	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
9. Supplies microcomputers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
10. Supplies microcomputer software	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

EXHIBIT 3

3

Part I-Adult Services

Below is an unabridged list of services you have read about in the booklet. If you provide circle "1." If you do not provide circle "2." If you do not provide but would like to circle "3." If you have circled "2"--do NOT provide--also circle reasons you do not as listed in columns 4-16.

SERVICES	Provide	Do not provide	Would like to provide	REASONS YOUR LIBRARY IS NOT PROVIDING THIS SERVICE: Shortage of program leaders	Shortage of qualified librarians	Lack of funds	Lack of "know how"	Librarian feels service unsuitable	Board feels service unsuitable	No community need	Community needs unknown	Other agencies provide this service	Lack of space	Lack of time	Lack of means to publicize	Other reasons (check and list on other side)
PLANNING 11. Acts as participant in planning and supporting development of community programs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
12. Takes leadership in initiating community-wide programs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ADVISING & COUNSELING 13. Suggests subjects, methods, materials, resources in program planning	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
14. Stimulates and assists other libraries to provide adult services	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TRAINING 15. Provides training for literacy volunteers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
16. Provides training for remedial reading volunteers	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17. Provides training in storytelling	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
18. Provides training and orientation in book reviews and talks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
19. Provides training to help group members become active participants	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
20. Provides orientation and training in group leadership and discussion group techniques	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

EXHIBIT 3

4

Part I-Adult Services

Below is an unabridged list of services you have read about in the booklet. If you provide circle "1." If you do not provide circle "2." If you do not provide but would like to circle "3." If you have circled "2"--do NOT provide--also circle all reasons you do not as listed in columns 4-16.

SERVICES	Provide	Do not provide	Would like to provide	REASONS YOUR LIBRARY IS NOT PROVIDING THIS SERVICE: Shortage of program leaders	Shortage of qualified librarians	Lack of funds	Lack of "know how"	Librarian feels service unsuitable	Board feels service unsuitable	No community need	Community needs unknown	Other agencies provide this service	Lack of space	Lack of time	Lack of means to publicize	Other reasons (check and list on other side)
21. Provides in-service training for librarians in skills and techniques for activities using books	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
22. Provides in-service training for librarians in skills and techniques for media-based activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
INFORMING 23. Maintains a central information file about adult education activities in the community	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
24. Maintains a central information file about media resources	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
25. Maintains a human resources file about speakers, experts available	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
26. Publicizes the library's adult services outside the library	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
DOING 27. Presents book reviews and book talks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
28. Offers programs and activities based on books	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
29. Offers programs and activites based on visual media	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Part I-Adult Services

Below is an unabridged list of services you have read about in the booklet. If you provide circle "1." If you do not provide circle "2." If you do not provide but would like to circle "3." If you have circled "2"--do NOT provide--also circle all reasons you do not as listed in columns 4-16.

REASONS YOUR LIBRARY IS NOT PROVIDING THIS SERVICE

SERVICES	Provide	Do not provide	Would like to provide	Shortage of program leaders	Shortage of qualified librarians	Lack of funds	Lack of "know how"	Librarian feels service unsuitable	Board feels service unsuitable	No community need	Community needs unknown	Other agencies provide this service	Lack of space	Lack of time	Lack of means to publicize	Other reasons (check and list on other side)
30. Offers programs or activities based on audio resources	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
31. Utilizes library's resources to hold programs on special subjects	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
32. Develops programs for radio	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
33. Develops program for network television	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
34. Develops programs for cable television	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
35. Provides literacy education	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
36. Provides remedial reading instruction	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
37. Provides instruction in library use	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
38. Emphasizes and concentrates activities for benefit of special interest group(s)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
38.a Labor	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
38.b Unemployed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

EXHIBIT 3

Part I-Adult Services

Below is an unabridged list of services you have read about in the booklet. If you provide circle "1." If you do not provide circle "2." If you do not provide but would like to circle "3." If you have circled "2"--do NOT provide--also circle all reasons you do not as listed in columns 4-16.

REASONS YOUR LIBRARY IS NOT PROVIDING THIS SERVICE

SERVICES	Provide	Do not provide	Would like to provide	Shortage of program leaders	Shortage of qualified librarians	Lack of funds	Lack of "know how"	Librarian feels service unsuitable	Board feels service unsuitable	No community need	Community needs unknown	Other agencies provide this service	Lack of space	Lack of time	Lack of means to publicize	Other reasons (check and list on other side)
38.c Business	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
38.d Handicapped	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
38.e Minorities (if yes, please list on back)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
38.f Aging	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
39. Administers demonstration projects of adult education activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
40. Produces materials for adult education activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
41. Participates in community analysis of adult education needs and resources	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

EXHIBIT 3

PART II-COMMUNITY AGENCIES

At the head of the columns at the right circle numbers of agencies you serve. Below in Box A is a list of services you may have rendered each in the last year. Write numbers of services in each agency column. Boxes B,C,D list MATERIALS, MEANS, PERSONS you use to provide services. List all that apply for each agency.

	1 Agricultural (extension)	2 Adult education divisions of public schools	3 Community colleges	4 Colleges or universities	5 Other libraries	6 Proprietary schools	7 Unions	8 Federal or state depts.	9 Government officials	10 Art galleries/museums	11 National education assns.	12 Y's, similar orgs.	13 Health & safety orgs.	14 Citizen's councils	15 Adult education councils	16 Recreational agencies	17 Penal institutions	18 Hospitals	19 Nursing Homes	20 Television	21 Radio	22 Other (please list on on other side)
A. SERVICES																						

1. Exhibits and displays in library. 2. Exhibits and displays outside the library. 3. Music and spoken tapes/recordings. 4. films. 5. videotapes. 6. Duplicates of printed materials. 7. Physical facilities. 8. Media equipment. 9. Microcomputers 10. Microcomputer software. 11. Planning participant. 12. Leadership initiative in program planning. 13. Program planning. 14. Stimulates other libraries. 15. Training for literacy. 16. Training for remedial reading. 17. Training in storytelling. 18. Training in book talks. 19. Training in group dynamics. 20. Training group leadership. 21. In-service (books). 22. In-service (media). 23. Information on adult activities. 24. Information on media. 25. Human resource file. 26. Publicizes library services. 27. Presents book reviews/talks. 28. Library programs (books) 29. Library programs (visual). 30. Library programs (audio). 31. Library programs (special subjects) 32. radio program. 33. Television programs (network). 34. Cable programming. 35. Literacy education. 36. Remedial reading. 37. Library instruction. 38. Special interest groups. 38.a Labor 38.b unemployed. 38.c business 38.d handicapped. 38.e minorities(specify) 38.f aging 39. Demonstration projects. 40. Produces material. 41. Participates in community analysis.

B. MATERIALS

1. Books. 2. Films. 3. Filmstrips. 4. Slides 5. Pamphlets. 6. Federal documents. 7. State documents. 8. Local documents. 9. Periodicals. 10. Newspapers. 11. Spoken audio. 12. Music audio 13. Radio tapes. 14. Videotapes. 15. Maps 16. Pictures. 17. Realia. 18. Talking books. 19. Media equipment. 20. Microcomputers. 21. Software. 22. Meeting space. 23. Material on a topic.

C. MEANS

1. Exhibits and displays. 2. Book talks. 3. Film previews. 4. Video previews. 5. Discussion 6. Lectures. 7. Lectures & discussion. 8 Committees 9. Demonstrations. 10. Public meetings. 11. Large groups split into small discussion groups. 12. Workshops. 13. Tours. 14. Concerts. 15. Listening rooms/facilities. 16. Screening rooms. 17. Study groups. 18. Radio studio. 18. Television studio. 19. Interviews & consultations. 20. Correspondence 21. Advisory groups. 22. Group planning. 23. Telephone conversations. 24. Reading lists.

D. PERSONS

1. "Jack-of-all trades" librarian. 2. Adult services librarian. 3. Adult education field worker. 4. Subject specialist. 5. Media specialist 6. Volunteer lay leader (trained). 7. Volunteer lay leader (untrained). 8. Resource person from community college, college or university. 9. Resource person from community group. 10. Instruction in group participation. 11. Instruction in group leadership. 12. Public relations specialist. 13. Reader's Advisor/Learner's Advisor.

PART III-COMMUNITY GROUPS

At the head of the columns at the right circle numbers of groups you serve. Below in Box A is a list of services you may have rendered each in the last year. Write numbers of services in each group column. Boxes B,C,D list MATERIALS, MEANS, PERSONS you use to provide SERVICES. List all that apply to each group.

	Parents organizations	Church groups	Women's groups	Men's groups	Project Interest groups such as LWV	Farm groups	Labor unions	Business groups	Professional groups	Minorities	Clubs (stamp, garden, computer)	Political groups	Patriotic groups	Local history groups	Cultural groups	Intercultural groups
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

A. SERVICES

1. Exhibits and displays in library. 2. Exhibits and displays outside the library. 3. Music and spoken tapes/recordings. 4. films. 5. videotapes. 6. Duplicates of printed materials. 7. Physical facilities. 8. Media equipment. 9. Microcomputers 10. Microcomputer software. 11. Planning participant. 12. Leadership initiative in program planning. 13. Program planning. 14. Stimulates other libraries. 15. Training for literacy. 16. Training for remedial reading. 17. Training in storytelling. 18. Training in book talks. 19. Training in group dynamics. 20. Training group leadership. 21. In-service (books). 22. In-service (media). 23. Information on adult activities. 24. Information on media. 25. Human resource file. 26. Publicizes library services. 27. Presents book reviews/talks. 28. Library programs (books) 29. Library programs (visual). 30. Library programs (audio). 31. Library programs (special subjects) 32. radio program. 33. Television programs (network). 34. Cable programming. 35. Literacy education. 36. Remedial reading. 37. Library instruction. 38. Special interest groups. 38.a Labor 38.b unemployed. 38.c business 38.d handicapped. 38.e minorities(specify) 38.f aging 39. Demonstration projects. 40. Produces material. 41. Participates in community analysis.

B. MATERIALS

1. Books. 2. Films. 3. Filmstrips. 4. Slides 5. Pamphlets. 6. Federal documents. 7. State documents. 8. Local documents. 9. Periodicals. 10. Newspapers. 11. Spoken audio. 12. Music audio 13. Radio tapes. 14. Videotapes. 15. Maps 16. Pictures. 17. Realia. 18. Talking books. 19. Media equipment. 20. Microcomputers. 21. Software. 22. Meeting space. 23. Material on a topic.

C. MEANS

1. Exhibits and displays. 2. Book talks. 3. Film previews. 4. Video previews. 5. Discussion 6. Lectures. 7. Lectures & discussion. 8 Committees 9. Demonstrations. 10. Public meetings. 11. Large groups split into small discussion groups. 12. Workshops. 13. Tours. 14. Concerts. 15. Listening rooms/facilities. 16. Screening rooms. 17. Study groups. 18. Radio studio. 18. Television studio. 19. Interviews & consultations. 20. Correspondence 21. Advisory groups. 22. Group planning. 23. Telephone conversations. 24. Reading lists.

D. PERSONS

1. "Jack-of-all trades" librarian. 2. Adult services librarian. 3. Adult education field worker. 4. Subject specialist. 5. Media specialist 6. Volunteer lay leader (trained). 7. Volunteer lay leader (untrained). 8. Resource person from community college, college or university. 9. Resource person from community group. 10. Instruction in group participation. 11. Instruction in group leadership. 12. Public relations specialist. 13. Reader's Advisor/Learner's Advisor.

Part IV

We want to know what adult service programs and activities your library provided in 1984. Categories were developed from earlier survey responses, literature reviews, and ASE Hearings.

Select program numbers from the list below for what you feel are your 10 most successful activities and fill in the grid rows on the next page. Then answer questions for each program as requested in columns.

Program Activity Selection List

1. Discussion groups not funded externally.
2. Discussion groups funded externally (NEH, State Humanities Councils, Other)
3. Films (recreational)
4. Films-thematic
5. Use of the Library and its resources
6. Public affairs discuss groups
7. Consumer discussion groups
8. Health-related discussion groups
9. Programs aimed at special ethnic groups:
   - 9a. Blacks
   - 9b. Hispanics
   - 9c. Asian-American
   - 9d. Native American
   - 9e. Other (indicate)
10. Programs aimed at types of users:
    - 10a. Aging
    - 10b. Parents
    - 10c. Labor
    - 10d. Business
    - 10e. Handicapped
    - 10f. Other (indicate)
11. Information and referral
12. Adult Independent Learners Assistance
13. Literacy
14. Concerts
15. Career Information
16. Microcomputer Instruction
17. Orientation and training in leadership
18. Training of literacy volunteers
19. Other (use as many times as necessary

EXHIBIT 3

QUESTIONS ON EACH ACTIVITY: USE N/A IF QUESTION DOES NOT APPLY OR DK IF YOU DON"T KNOW

Number of Program or Activity Selected from previous page If program had a title, please indicate	Subject(s) with which activity was concerned	Purpose of activity (Select number from list provided on next page)	Name of other agencies that cooperate in this activity.	If externally funded-source of funds	Is this a permanent activity? Y or N	How long has this activity gone one?	Typical participant (men, women, labor, minority group)	Estimated number of participants (if ongoing give avg.)	Where held? In library or indicate other	Who conducts (select number from persons list in PTS II/III).	How publicized? (Select number from list on next page)	Evaluation Methods (Select from list on next page).
	1	2	3	4	5	6	7	8	9	10	11	12
Example: 9e (Vietnamese) "Vietnamese English Course"	English language	2	Board of Education	Board of Education	Y	2 yrs	adult Viet. refugees of both sexes	18	Library		1,2,7.	7

QUESTIONS ON EACH ACTIVITY: USE N/A IF QUESTION DOES NOT APPLY OR DK IF YOU DON'T KNOW

							Number of Program or Activity Selected from previous page If program had a title, please indicate
						1	Subject(s) with which activity was concerned
						2	Purpose of activity (Select number from list provided on next page)
						3	Name of other agencies that cooperate in this activity.
						4	If externally funded-source of funds
						5	Is this a permanent activity? Y or N
						6	How long has this activity gone one?
						7	Typical participant (men, women, labor, minority group)
						8	Estimated number of participants (if ongoing give avg.)
						9	Where held? In library or indicate other
						10	Who conducts (select number from persons list in PTS II/III).
						11	How publicized? (Select number from list on next page)
						12	Evaluation Methods (Select from list on next page).

Purpose Options (Question 2)

1. Lifelong learning
2. To fill a basic education adult need
3. To stimulate discussion
4. To provide information/facts
5. To provide recreation
6. To bring people to the library
7. Good public relations
8. Other (indicate)

How Publicized? (Question 11)

1. Newspaper
2. Library publicity in-house (bulletin boards, posters)
3. Radio
4. Network television
5. Cable television
6. Direct mail
7. Announcements at meetings elsewhere in community
8. Magazine
9. Telephone book
10. Billboard
11. Posters in public transportation
12. Other (indicate)

Evaluation Techniques (Question 12)

1. Questionnaire
2. Verbal comments (unsolicited)
3. Increase in participation in program over time
4. Interviews of participants
5. Trained observers
6. Community analysis
7. Measurement of change in knowledge
8. Other (please indicate)

EXHIBIT 4

Booklet distributed with 1952-53

Survey of Adult Education in Public Libraries

EXHIBIT 4

School of Library and Information Science
LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE
BATON ROUGE · LOUISIANA · 70803
504/388-3158

December 18, 1984

Attached is a photocopy of the booklet that accompanied the 1952-53 questionnaire. It is the ASE Project Team's intention to develop a similar booklet with updated terminology, to accompany the questionnaire that will be sent out this spring. Any comments about how the booklet should be updated can be mailed back to the ASE Office with your comments on the questionnaire. Please make remarks below OR return the booklet with your observations marked in the margins.

Name _____

Address _____

_____

_____

Position _____

Business Telephone _____

ASE Project Director
Kathleen M. Heim
Louisiana State University
School of Library and
Information Science
267 Coates Hall
Baton Rouge, LA 70803

EXHIBIT 4

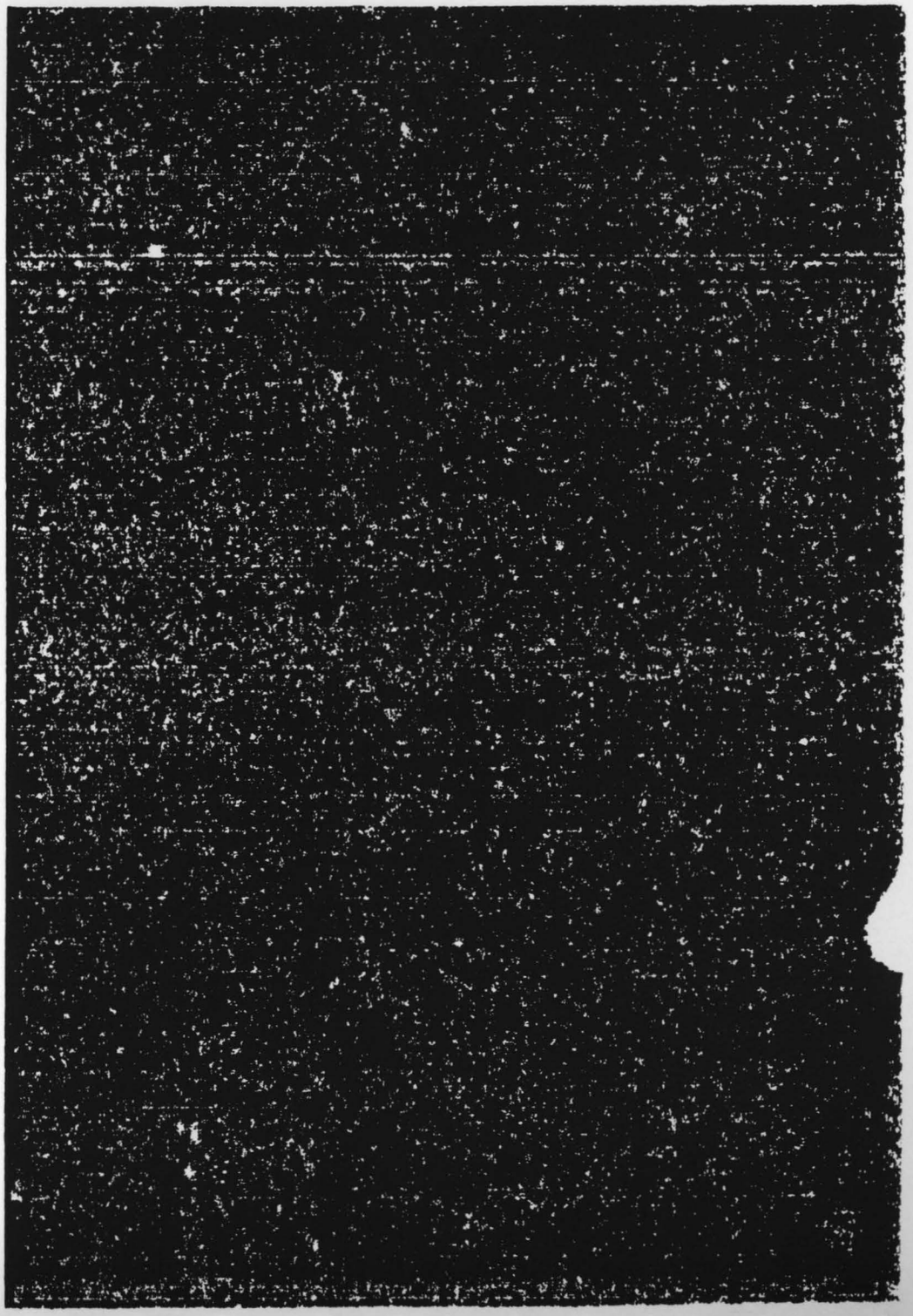
AMERICAN LIBRARY ASSOCIATION

Survey of Adult Education in Public Libraries and State Library Extension Agencies of the United States 1952-1953

FOR THE PURPOSES of this survey, a library is assumed to be providing educational services to adult education agencies and groups and to young adults (16-21 years of age) and adults in the community, if it performs with planning, direction, or participation one or more of the services listed below.

This Booklet will help you in Parts I, II, and III of the questionnaire where the services are listed in a more abridged form. Please refer to the Booklet when you are in doubt. The numbers of the services listed in the Booklet correspond *exactly* to those on the questionnaire.

Please read each statement carefully. Then follow the directions given in Part I.



SERVICES

SUPPLYING

1. **Arranges and displays, within the library, on its own initiative or at the request of a group(s), exhibits, selected book collection(s), and reading lists. *(Such as a subject book collection, an art display, a brotherhood week book collection, a special display based on current topics or a motion picture, etc.)***

2. **Supplies and/or displays, outside the library, for other adult education agencies and groups, exhibits, selected book collection(s), and reading lists. *(Such as book displays in club meeting rooms and bookmobiles, at classes for adults, depository book collections at a group's headquarters, as a labor union, a hobby club, a parents' association, a county fair, and the distribution of reading lists for group members, etc.)***

3. **Supplies and/or shows selected films and film lists directly to other adult education agencies and groups. *(Such as a film information file, previews of films for program chairmen, selected film lists, etc.)***

4. **Supplies recordings and guides, musical and non-musical, to other adult education agencies and groups. *(Such as selected lists, a file of information, etc.)***

5. **Supplies selected books and printed materials, as needed, in duplicate quantity for one or more adult group activity initiated or sponsored by the library or by other adult education groups. *(Such as duplicate copies for a novel- or play-reading group, American heritage or great books program, art appreciation program, a labor union or a parents' association study group, a traveling library, etc.)***

6. **Supplies selected films and film strips, as needed, in duplicate quantity for one or more adult group activity initiated or sponsored by the library or by other adult education groups. *(Such as American heritage film group, civil defense film program, a parents' study club program on child care, etc.)***

7. Supplies selected recordings, musical and non-musical, as needed, in duplicate quantity, for one or more adult group activity initiated or sponsored by the library or by other adult education groups. *(Such as recordings of great literature for group study, poetry appreciation, music appreciation, etc.)*

8. Supplies physical facilities, as needed, for the activities of other adult education agencies and groups. *(Such as use of buildings and equipment, audio-visual equipment, wire networks, record players, etc.)*

PLANNING

9. Acts as a participant in planning and supporting the development of community-sponsored adult education programs, whether the programs be for community-wide or special group interests. *(Such as participating in planning a civil defense program, an intercultural program, a religious book week program, serving on a film council, a community council, an interclub council, a welfare or world affairs council, planning adult classes with schools or colleges, working with business or labor groups, etc.)*

10. Takes leadership in initiating community-wide programs. *(Such as starting a community film council, initiating public affairs forum series, etc.)*

ADVISING AND COUNSELING

11. Suggests subjects and methods, materials and resources in program planning for community leaders. *(Such as study group programs, program planners' institutes, a file of program resources in the community, counseling service by telephone or letter, etc.)*

12. Provides counseling and program service, as well as materials, to other libraries (not in a branch system) doing adult education work. *(Such as advice by means of telephone conversations or correspondence, workshops, conferences, and institutes for librarians, field worker service, etc.)*

13. Stimulates and assists other libraries (not in a branch system) to provide for the community one or more adult education service. *(Such as a state citizenship program, a book discussion program, etc.)*

TRAINING

14. Provides training in story-telling. *(Such as classes for a mothers' club, a teachers' group, etc.)*

15. Provides orientation and training in the presentation of book reviews and talks. *(Such as courses in book reviewing for club women, etc.)*

16. Provides an orientation program and informal training to help group members become active and effective participants in a group. *(Such as a meeting or series of meetings about how to take part in an informal group discussion, how to conduct a club meeting, how to be a committee chairman, how to lead a forum or a group discussion, etc.)*

17. Provides orientation and training courses in group leadership and discussion group techniques and materials. *(Such as courses on how to lead a film or book discussion group, leadership training courses for American heritage or great books leaders, or how to use film and book materials, etc.)*

18. Provides fundamental reading instruction. *(Such as classes for foreign language-speaking or illiterate groups.)*

19. Provides remedial reading instruction. *(Such as classes in the improvement of reading skills for teachers, reading group members, study groups, staff members, etc.)*

20. Provides in-service training for librarians in skills and techniques necessary to adult education activities using book materials. *(Such as courses on how to organize and administer a book discussion program, how to select materials, workshops on how to survey needs, etc.)*

21. Provides in-service training for librarians in skills and techniques necessary to adult education activities, using film and/or other audio-visual materials. *(Such as workshops, conferences, courses on how to use films, how to show films, how to plan and maintain film service, etc.)*

INFORMING

22. Maintains a central source of information about the adult education opportunities or activities being offered by adult education agencies and informal groups in the community. *(Such as a calendar of events, a central file or directory of activities, a central bulletin, etc.)*

23. Maintains an information service about films and other audio-visual resources available to community groups. *(Such as a file of sources of films and of projectors, projectionists, etc.)*

24. Maintains a service to provide information about individuals in the community who are willing to speak to or work with community groups as resource people. *(Such as a speakers' bureau, a list of group leaders and subject specialists, etc.)*

25. Promotes and publicizes to the community the library's young adult and adult education services and activities which the library provides alone or in cooperation with other adult education agencies and community groups. *(Such as instruction in the use of the library, library tours, announcing services and activities by means of posters, folders, exhibits, newspaper articles, radio, television, a reader guidance or book column in local newspapers, etc.)*

DOING

26. Presents book reviews and talks on related books by a library staff member and book talk programs under library sponsorship (not including talks to elementary and secondary school classes). *(Such as talks to parents' associations, to men's and women's clubs, to young adult groups, to adult study groups or classes, etc.)*

27. Plans, organizes, administers, and maintains the library's own programs or activities based on books and other printed materials. *(Such as world affairs forums, reading and discussion group programs, study groups, etc.)*

28. Plans, organizes, administers, and maintains the library's own programs or activities based on film materials. *(Such as film-stimulated discussions, world affairs series, great men series, etc.)*

29. Plans, organizes, administers, and maintains the library's own programs or activities based on musical or non-musical recordings. *(Such as a concert series, a folk song program, literature or language study groups, jazz music series, etc.)*

30. Utilizes one or more of the library's adult education services to emphasize a special subject. *(Such as a register and vote project, intergroup relations program, activities emphasizing current local, national, or world affairs, etc.)*

31. Plans and develops or utilizes educational programs on radio stations and networks. *(Such as a book talk program, forum discussions, town meeting of the air, young adults' book discussion group, etc.)*

32. Plans and presents or utilizes educational programs on television stations. *(Such as a book discussion group, adult classes, etc.)*

33. Emphasizes and concentrates the library's adult or young adult educational services for the benefit of a special interest group(s) in the community. *(Such as library clubs for young people, a field worker specialist to work with a special group—labor, farmer, older age persons, foreign-born, parents, etc.)*

34. Administers a demonstration project of an adult education activity. *(Such as a film program, American heritage program, etc.)*

35. Develops and administers a cooperative film or recordings service for libraries.

36. Initiates, directs, and/or participates in continuing studies of adult education needs and resources in the community. *(Such as directing a community self-survey, studying the use of various educational facilities and programs, stating the effect of various types of educational propaganda and projects, etc.)*

37. Acts as a producer of materials for adult education projects by request or on its own initiative. *(Such as the production and distribution of a film telling the library story, special information on local history, the publication of a bibliographical study of a special manuscript and book collection, creation of television programs, etc.)*

EXHIBIT 5

ASE Project Questionnaire - Draft II

mailed July 1985

to

ASE Panel

A S E Adult Services in the Eighties A Project of the: Services to Adults Committee
Reference and Adult Services Division American Library Association

Adult Services in the Eighties

"ASE Project"

Draft II of Questionnaire

Attached is a draft questionnaire. It is not in final form and has yet to be evaluated for computer analysis. It is intended to replicate to some degree questions and format from the 1952-53 survey for longitudinal comparison. Questions no longer deemed pertinent such as those relating to provision of film strips have been deleted. New questions such as those relating to microcomputers have been added. A booklet that describes each service will be provided when the questionnaire is sent to libraries.

Please peruse the questionnaire, write freely on it, and add comments.

Please fill out this sheet, evaluate the questionnaire, and make additional comments you deem important. Return to the ASE Project Office no later than August 1. There will be one more iterations before the final version. Thank you for your help.

Name _____

Address _____

_____

_____

Position _____

Business Telephone _____

ASE Project Director
Kathleen M. Heim
Louisiana State University
School of Library and
Information Science
267 Coates Hall
Baton Rouge, LA 70803

A S E Adult Services in the Eighties
Reference and Adult Services Division
A Project of the: Services to Adults Committee
American Library Association

Part I
Adult Services

Below is a list of adult services. If you provide, circle "1." If you charge a fee indicate "Yes" or "No". If you do not provide, circle "2." If you have circled "2"--do NOT provide--please indicate all reasons you do not from the selection of reasons on p. SERVICES	Provide	Fee Charged?	Do not provide	Reasons not provided Select from list on p.4
SUPPLYING				
1. Arrange and display within the library exhibits, reading lists, materials collections.	1	Y N	2	
2. Supply and/or display outside the library exhibits, reading lists, materials collections.	1	Y N	2	
3. Supplies musical/spoken records/tapes	1	Y N	2	
4. Supplies and/or shows films	1	Y N	2	
5. Supplies and/or shows videotapes	1	Y N	2	
6. Supplies books and printed materials, as needed, in duplicate quantitites	1	Y N	2	
7. Supplies physical facilities	1	Y N	2	
8. Supplies media equipment	1	Y N	2	
9. Supplies microcomputers	1	Y N	2	
10. Supplies microcomputer software	1	Y N	2	

SERVICES	Provide	Do not provide	Reasons for not providing. List
PLANNING			
11. Acts as participant in planning and supporting development of community programs	1	2	
12. Takes leadership in initiating community-wide programs.	1	2	
ADVISING AND COUNSELING			
13. Suggests subjects, methods, materials, resources in program planning	1	2	
14. Stimulates and assists other libraries to provide adult services	1	2	
TRAINING			
15. Provides training for literacy volunteers	1	2	
16. Provides training in storytelling	1	2	
17. Provides training and orientation in book reviews and talks	1	2	
18. Provides orientation and training in group leadership and discussion group techniques	1	2	
19. Provides in-service training for librarians in skills and techniques	1	2	
INFORMING			
20. Maintains a central information file about adult education activities in the community	1	2	
21. Maintains a central information file about media resources	1	2	
22. Maintains a human resources file about speakers, experts available	1	2	
23. Publicizes the library's adult services outside the library	1	2	

DOING	Provide	Do not provide	Reasons for not providing. List p.4
24. Presents book reviews and book talks	1	2	
25. Offers programs and activities based on books	1	2	
26. Offers programs and activities based on visual media	1	2	
27. Offers programs or activities based on audio resources	1	2	
28. Utilizes library's resources to hold programs on subjects	1	2	
29. Develops programs for radio	1	2	
30. Develops program for network television	1	2	
31. Develops programs for cable television	1	2	
32. Provides literacy education	1	2	
33. Provides instruction in library use	1	2	
34. Organizes and concentrates activities for benefit of special interest group(s)	1	2	
35a. Labor	1	2	
35b. Unemployed	1	2	
35c. Business	1	2	
35d. Handicapped	1	2	

	Provide	Does not provide	Reasons for not providing. List page 4.
35e. Minorities (if yes, please list below _____ _____ _____ _____	1	2	
35f. Aging	1	2	
36. Administers demonstration projects on adult education activities	1	2	
37. Produces materials for adult education activities	1	2	
38. Participates in community analysis of adult education needs and resources	1	2	

Reasons for not providing services

a. shortage of program leaders
b. shortage of qualified librarians
c. lack of funds
d. lack of "know how"
e. librarian feels service unsuitable
f. board feels service unsuitable
g. no community need
h. community needs unknown
i. other agencies provide this service
j. lack of space
k. lack of time
l. lack of means to publicize
m. other

Part II

We want to know what adult service programs and activities your library provided in 1984. Categories were developed from earlier survey responses, literature reviews, and ASE Hearings.

Select program numbers from the list below for what you feel are your 10 most successful activities and fill in the grid rows on the next page. Then answer questions for each program as requested in columns.

Program Activity Selection List

1. Discussion groups not funded externally.
2. Discussion groups funded externally (NEH, State Humanities Councils, Other)
3. Films (recreational)
4. Films-educational
5. Education in Use of Library
6. PUblic affairs discussion groups
7. Consumer discussion groups
8. Health-related discussion groups
9. Programs aimed at special ethnic groups:
   - 9a. Blacks
   - 9b. Hispanics
   - 9c. Asian-American
   - 9d. Native American
   - 9e. Other (indicate)
10. Programs aimed at types of users:
    - 10a. Aging
    - 10b. Parents
    - 10c. Labor
    - 10d. Business
    - 10e. Handicapped
    - 10f. Other (indicate)
11. Information and referral
12. Adult Independent Learners Assistance
13. Literacy
14. Concerts
15. Career Information
16. Microcomputer Instruction
17. Orientation and training in leadership
18. Training of literacy volunteers
19. Genealogy workshop
20. "How to" program
21. Craft program
22. Other (Use as many times as necessary)

EXHIBIT 5

QUESTIONS ON EACH ACTIVITY: USE N/A IF QUESTION DOES NOT APPLY OR DK IF YOU DON"T KNOW

Number of Program or Activity Selected from previous page If program had a title, please indicate	Subject(s) with which activity was concerned	Purpose of activity (Select number from list provided on next page)	Name of other agencies that cooperate in this activity.	If externally funded-source of funds	Is this a permanent activity? Y or N	How long has this activity gone one?	Typical participant (men, women, labor, minority group)	Estimated number of participants (if ongoing give avg.)	Where held? In library or indicate other	Who conducts (select number from persons list in PTS II/III).	How publicized? (Select number from list on next page)	Evaluation Methods (Select from list on next page).
	1	2	3	4	5	6	7	8	9	10	11	12
Example: 9e (Vietnamese) "Vietnamese English Course"	English language	2	Board of Education	Board of Education	Y	2 yrs	adult Viet. refugees of both sexes	18	Library		1,2,7.	7

EXHIBIT 5

Number of Program or Activity Selected from previous page							QUESTIONS ON EACH ACTIVITY: USE N/A IF QUESTION DOES NOT APPLY OR DK IF YOU DON"T KNOW
If program had a title, please indicate							
						1	Subject(s) with which activity was concerned
						2	Purpose of activity (Select number from list provided on next page)
						3	Name of other agencies that cooperate in this activity.
						4	If externally funded-source of funds
						5	Is this a permanent activity? Y or N
						6	How long has this activity gone one?
						7	Typical participant (men, women, labor, minority group)
						8	Estimated number of participants (if ongoing give avg.)
						9	Where held? In library or indicate other
						10	Who conducts (select number from persons list in PTS II/III).
						11	How publicized? (Select number from list on next page)
						12	Evaluation Methods (Select from list on next page).

Purpose Options (Question 2)

(List all that apply)

1. Lifelong learning
2. To fill a basic education adult need
3. To stimulate discussion
4. To provide information/facts
5. To provide recreation
6. To bring people to the library
7. Good public relations
8. Other (Indicate)

How Publicized? (Question 11)

(List all that apply)

1. Newspaper
2. Library publicity in-house (bulletin boards, posters)
3. Radio
4. Network television
5. Cable television
6. Direct mail
7. Announcements at meetings elsewhere in community
8. Magazine
9. Telephone book
10. Billboard
11. Posters in public transportation
12. Other (indicate)

Evaluation Techniques (Question 12)

(List all that apply)

1. Questionnaire
2. Verbal comments (unsolicited)
3. Increase in participation in program over time
4. Interviews of participants
5. Trained observers
6. Community analysis
7. Measurement of change in knowledge
8. Other (please indicate)

EXHIBIT 6

Pretest of Final Survey Tool

requesting input from

ASE Panel

March, 1986

EXHIBIT 6

School of Library and Information Science
LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE
BATON ROUGE · LOUISIANA · 70803
504/388-3158

March 14, 1986

Dear Colleague:

Over the last two years you have attended hearings or written to me with helpful comments regarding the RASD-Adult Services in the Eighties (ASE) Project. Your input has been of great help.

I am now to the point of pre-testing the ASE survey and hope that you will take time to try it out, make more helpful suggestions and mail it back to me within two weeks of receipt. The national survey should go out two - three weeks after I have integrated your suggestions into the survey's final form.

Thank you so much for your time, professional criticism and support.

Sincerely,

Kathleen M. Heim
Principal Investigator

enc: Survey

School of Library and Information Science
LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE
BATON ROUGE · LOUISIANA · 70803
504/388-3158

BRANCH LIBRARY

Adult Services in the Eighties
"ASE Project"

Enclosed is a pilot questionnaire sent on behalf of the ALA-RASD Services to Adults Committee in order to assess the scope and range of public library services for adults as they are practiced today.

You were selected to review a pilot because of your interest in the project. After filling it out please add comments you feel might make it easier to work with for the final mailing.

Branch Alert

Because we recognize the diversity and strength of libraries with branch systems such as yours we are asking that you distribute a copy of the questionnaire to all branches and have provided sufficient copies based on your entry in the American Library Directory.

Though this is a extra administrative burden your cooperation is critical if we are to provide an indepth look at what larger systems are doing vis-a-vis branch services.

For the branches, we hope that an estimate of the population served can be provided. A separate questionnaire has been supplied for the central library as well.

A return envelope is enclosed.

School of Library and Information Science
LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE
BATON ROUGE · LOUISIANA · 70803
504/388-3158

BRANCH LIBRARY

Name:_____
Address:_____
_____
_____
_____

Telephone:_____
_____

Background

1) Has your library formally used the ALA Planning Process? __Yes __No.
2) If yes, when?_____,19____

For Branch Respondents Only

Please estimate population served _____

Directions

Below is a list of library services. Circle "1" if your library provides; circle "2" if not. If you have circled "2", circle all reasons for not doing so in columns 4-16. Indicate also if a fee is charged for any service in column 3.

	1			Reasons your library is not providing this service														
	Provide	Do not provide	Fee charged?	Shortage of program leaders	Shortage of qualified librarians	Lack of funds	Lack of "know how"	Librarians feel service unsuitable	Board feels service unsuitable	No community need	Community needs unknown	Other agencies provide this service	Lack of space	Lack of time	Lack of means to publicize	Other reasons list below		
SUPPLYING																		
1..Display within the library exhibits based on materials owned by the library.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
2. Display within the library exhibits based on non-library materials.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
3. Display outside the library exhibits based on materials owned by the library.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
4. Provide reading lists or bibliographies.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
5. Circulate books in multiple copies for group use.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
6. Provide interlibrary loan services.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
7. Circulate musical records.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
8. Circulate spoken records.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
9. Circulate musical tapes.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
10. Circulate spoken tapes.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
11. Circulate films	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
12. Circulate videotapes.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
13. Provide equipment for in-library use.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
14. Circulate media equipment.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
15. Provide microcomputer software for in-library use.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
16. Circulate microcomputer software.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
17. Provide microcomputers for in-library use.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
18. Circulate microcomputers.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
19. Provide meeting or conference room space..	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		

Directions Below is a list of library services. Circle "1" if your library provides; circle "2" if is not. If you have circled "2", circle all reasons for not doing so in columns 4-16. Indicate also if a fee is charged for any service in column 3.	2			Reasons your library is not providing this service														
	Provide	Do not provide	Fee charged?	Shortage of program leaders	Shortage of qualified librarians	Lack of funds	Lack of "know how"	Librarians feel service unsuitable	Board feels service unsuitable	No community need	Community needs unknown	Other agencies provide this service	Lack of space	Lack of time	Lack of means to publicize	Other reasons list below		
20. Provide photocopy machines.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
21. Circulate other(list)_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
22. Circulate other(list)_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
23. Circulate other(list)_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
PROGRAMMING IN THE LIBRARY																		
24. Presents book talks/ reviews.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
25. Presents programs on current events(live).	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
26. Presents programs on special subjects(live).	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
27. Presents programs on current events(radio).	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
28. Presents programs on special subjects(radio).	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
29. Presents programs on current events(broadcast TV).	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
30. Presents programs on special subjects(broadcast TV).	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
31. Presents programs on current events(cable TV).	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
32. Presents program on special subjects(cable TV).	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
33. Provides instruction (to groups) on library use.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
34. Provides literacy education to groups.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
35. Provides literacy education to individuals.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
36. Facilitates literacy education with facilities or referral.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		

Directions Below is a list of library services. Circle "1" if your library provides; circle "2" is not. If you have circled "2", circle all reasons for not doing so in columns 4-16. Indicate also if a fee is charged for any service in column 3.	3			Reasons your library is not providing this service														
	Provide	Do not provide	Fee charged	Shortage of program leaders	Shortage of qualified libraries	Lack of funds	Lack of "know how"	Librarians feel service unsuitable	Board feels service unsuitable	No community need	Community needs unknown	Other agencies provide this service	Lack of space	Lack of time	Lack of means to publicize	Other reasons list below		
37. Provide instruction to individuals on library use.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
38. Organize programming for special groups.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
a. Aging.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
b. Business.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
c. Career Counseling.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
d. Genealogists.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
e. Handicapped.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
f. Labor.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
g. Parents.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
h. Unemployed.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
i. Minorities (list).																		
1_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
2_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
3_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
4_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
5_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
j. Other(list).																		
1_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
2_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
3_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
4_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
5_____.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		

Directions Below is a list of library services. Circle "1" if your library provides; circle "2" is not. If you have circled "2", circle all reasons for not doing so in columns 4-16. Indicate also if a fee is charged for any service in column 3.	4			Reasons your library is not providing this service														
	Provide	Do not provide	Fee charged ?	Shortage of program leaders	Shortage of qualified librarians	Lack of funds	Lack of "know how"	Librarians feel service unsuitable	Board feels service unsuitable	No community need	Community needs unknown	Other agencies provide this service	Lack of space	Lack of time	Lack of means to publicize	Other reasons list below		
OUTREACH																		
39. Provide to hospitals.																		
a. Materials on demand.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
b. Deposit collections.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
c. Programming.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
40. Provide to prisons.																		
a. Materials on demand.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
b. Deposit Collections.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
c. Programming.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
41. Provide to retirement/nursing homes..																		
a. Materials on demand.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
b. Deposit Collections.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
c. Programming.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
42. Provide to homebound.																		
a. Materials on demand.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
b. Deposit Collections.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
c. Programming.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
43. Provide books by mail.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
44. Provide bookmobile service.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
a. Materials on demand.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
b. Programming.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
c. Publicize central library programming.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		

Directions **Below is a list of library services. Circle "1" if your library provides; circle "2" is not. If you have circled "2", circle all reasons for not doing so in columns 4-16. Indicate also if a fee is charged for any service in column 3.**	5			Reasons your library is not providing this service														
	Provide	Do not provide	Fee charged?	Shortage of program leaders	Shortage of qualified librarians	Lack of funds	Lack of "know how"	Librarians feel service unsuitable	Board feels sevice unsuitable	No community need	Community needs unknown	Other agencies provide this service	Lack of space	Lack of time	Lack of means to publicize	Other reasons list below		
INFORMING																		
45. Maintains a central file about community activities.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
46. Maintains a file about media resources other than those owned by the library.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
47. Maintains a human resources file on speakers.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
48. Publicizes the library's adult services outside the library.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		
49. Provides online search services.	1	2	Y N	4	5	6	7	8	9	10	11	12	13	14	15	16		

Part II

We want to know what key adult service programs and activities your library provided in 1985. Catagories were developed from earlier survey responses, literature reviews, and ASE Hearings.

Select program numbers from the list below for what you feel were your 5 most successful activities and fill in the grid rows on the next page. Then answer questions for each program as requested in columns.

Program Activity Selection List

1. Concerts.
2. Literary discussion groups.
3. Films or videos (educational).
4. Films or videos (recreational).
5. Public affairs discussion groups.
6. Adult independent learners assistance.
7. Literacy programs.
8. Training literacy volunteers.
9. How to use the library.
10. Career information.
11. Training in leadership skills.
12. Communications workshops.
13. Microcomputer instruction.
14. Genealogy.
15. "How to " program on _____.
16. Craft program.
17. Preventive health (stress reduction, exercise, etc.).
18. Consumer information.
19. Programs aimed at types of users:
    - 19a. Aging.
    - 19b. Business.
    - 19c. Handicapped.
    - 19d. Labor.
    - 19e. Parents.
    - 19f. Other (indicate)_____.
20. Programs aimed at ethnic groups:
    - 20a. American Indian and Inuit.
    - 20b. Asian-American.
    - 20c. Blacks.
    - 20d. Hispanics.
    - 20e. Other(indicate)_____.

EXHIBIT 6

7

Number of program or activity selected from previous page. If the program had a title please indicate. For Questions 2, 11 and 12 see next page.	QUESTION ON EACH ACTIVITY: USE N/A IF QUESTION DOES NOT APPLY OR DK IF YOU DON"T KNOW											
	Subject(s) with which activity was concerned.	Purpose of activity(select number from list provided on following page).	Name of other agencies that cooperate in this activity.	If externally funded source of funds.	Is this a permanent activity? Y or N.	How long has this activity been operational ?	Typical participants(men,women, labor, minority groups).	Estimated number of participants? (If ongoing give average)	Where held? (Library or other. or other location).	Who conducts?	How publicized? (select from list on the next page).	Evaluation Methods(select from list on the next page).
	1	2	3	4	5	6	7	8	9	10	11	12
Example: 9e (Vietnamese) "Vietnamese Engish Course"	English language	2	Board of Educa-tion	Board of Educa-tion	Y	2 yrs	Labor	18	Library		1,2,7	7

PURPOSE OPTIONS (Question 2)
(List all that apply)

1. Lifelong learning
2. To fill a basic adult education need
3. To stimulate discussion
4. To provide information/facts
5. To provide recreation
6. To bring people to the library
7. Good public relations
8. Other (Indicate)

HOW PUBLICIZED? (Question 11)
(List all that apply)

1. Newspaper.
2. Library publicity in-house (bulletin boards, posters).
3. Radio.
4. Network television.
5. Cable television.
6. Direct mail.
7. Announcements at meetings elsewhere in community.
8. Magazine.
9. Telephone book.
10. Billboard.
11. Posters in public transportation.
12. Other (indicate).

EVALUATION TECHNIQUES (Question 12)
(List all that apply)

1. Questionnaire.
2. Verbal comments (unsolicited).
3. Increase in participation in program over time.
4. Interview with participants.
5. Trained observers.
6. Community analysis.
7. Measurement of change in knowledge.
8. Staff
9. Other (indicate).

EXHIBIT 7

REFERENCE AND ADULT SERVICES DIVISION

A DIVISION OF THE

AMERICAN LIBRARY ASSOCIATION

50 EAST HURON STREET • CHICAGO, ILLINOIS 60611 • (312) 944-6780

May 1986

Dear Adult Services Librarians:

The enclosed questionnaire is the first census of the scope and range of adult services activities in U.S. public libraries conducted since 1953. The "Adult Services in the Eighties"--ASE--Project is supported by an American Library Association Goal Award and sponsored by the RASD Services to Adults Committee.

Your cooperation in completing and mailing back this questionnaire will result in the development of a comprehensive report on the state of the art of adult services today. The fi[illegible] mation for the Division as we chart our future directions.

I am especially pleased that this study takes place during my presidential year. A comprehensive analysis of services [illegible]ts is needed to ensure that public libraries are clearly at the forefront of the national movement toward life-long learning.

On behalf of the Reference and Adult Services Division I thank you for the time and wisdom you will contribute in filling out this questionnaire.

Sincerely,

Rebecca Kellogg

Rebecca Kellogg
President of the Reference and
Adult Services Division

EXHIBIT 7

Cover letter and Final Version of

ASE Questionnaire

mailed

May, 1986

To: Adult Services Librarians
From: Kathleen M. Heim, Investigator for the ASE Project & RQ editor

Over the five years I have edited RQ I have come to realize that we do not have a great deal of current research taking place on the scope of adult services in U.S. libraries. I have worked for three years with the RASD Services to Adults Committee to develop the questionnaire.

The time that you take to complete this questionnaire will be the basis for a major RASD report. It is our intention that this report will provide a comprehensive picture of adult services today.

I greatly appreciate the time and effort you will expend on this questionnaire.

EXHIBIT 7

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Sincerely,

Rebecca Kellogg
President of the Reference and
Adult Services Division

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From: Kathleen M. Heim, Investigator for the ASE Project & RQ editor

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A DIVISION OF THE
AMERICAN LIBRARY ASSOCIATION
50 EAST HURON STREET • CHICAGO, ILLINOIS 60611 • (312) 944-6780

ID# _____
(for office use only)

BRANCH LIBRARY

NAME OF RESPONDENT: _____

ADDRESS: _____

_____

_____

_____

_____

TELEPHONE: _____

BACKGROUND

1) Has your library used the PLA's A Planning Process for Public Libraries?

YES____ NO____.

2) If yes, when did the process begin?

_____, 19____.

3) Please estimate population served by Branch,

_____

EXHIBIT 7

1

DIRECTIONS

Below is a list of library services to adults. Circle "Y" if your library provides; circle "N" if it does not. If fees are charged circle "Y" in column three.

DOES YOUR LIBRARY...?	PROVIDE	DO NOT PROVIDE	FEES CHARGED
1. Display within the library exhibits based on materials owned by the library.	Y	N	Y
2. Display within the library exhibits based on non-library materials.	Y	N	Y
3. Display outside the library exhibits based on materials owned by the library.	Y	N	Y
4. Circulate books in multiple copies for group use.	Y	N	Y
5. Circulate mircocomputers.	Y	N	Y
6. Circulate microcomputer software.	Y	N	Y
7. Circulate musical records.	Y	N	Y
8. Circulate spoken records.	Y	N	Y
9. Circulate musical tapes.	Y	N	Y
10. Circulate spoken tapes.	Y	N	Y
11. Circulate AV materials.	Y	N	Y
12. Circulate films.	Y	N	Y
13. Circulate videotapes.	Y	N	Y
14. Circulate other(list)_____.	Y	N	Y
15. Circulate other(list)_____.	Y	N	Y
16. Circulate other(list)_____.	Y	N	Y
17. Provide reading lists or bibliographies.	Y	N	Y

	PROVIDE	DO NOT PROVIDE	FEES CHARGED
18. Provide interlibrary loan services.	Y	N	Y
19. Provide AV equipment for in-library use.	Y	N	Y
20. Provide microcomputer software for in-library use.	Y	N	Y
21. Provide microcomputers for in-library use.	Y	N	Y
22. Provide meeting or conference room space.	Y	N	Y
23. Provide photocopy machines.	Y	N	Y
24. Present book talks/ reviews.	Y	N	Y
25. Present live programs.	Y	N	Y
26. Present radio programs.	Y	N	Y
27. Present cable TV programs.	Y	N	Y
28. Provide instruction to groups on library use. .	Y	N	Y
29. Provide instruction to individuals on library use.	Y	N	Y
30. Provide literacy education to groups.	Y	N	Y
31. Provide literacy education to individuals.	Y	N	Y
32. Provide facilities for literacy education.	Y	N	Y
33. Provide referral to another agency for literacy education.	Y	N	Y

	PROVIDE	DO NOT PROVIDE	FEES CHARGED
34. Organize programming for special groups.			
a. Business.	Y	N	Y
b. Genealogists.	Y	N	Y
c. Handicapped.	Y	N	Y
d. Job seekers.	Y	N	Y
e. Labor groups.	Y	N	Y
f. Older adults.	Y	N	Y
g. Parents.	Y	N	Y
h. Minority (list).			
1._____.	Y	N	Y
2._____.	Y	N	Y
3._____.	Y	N	Y
4._____.	Y	N	Y
i. Other (list).			
1._____.	Y	N	Y
2._____.	Y	N	Y
3._____.	Y	N	Y
4._____.	Y	N	Y

EXHIBIT 7

2

DIRECTIONS

Below is a list of library services to adults. Circle "Y" if your library provides; circle "N" if it does not. If fees are charged circle "Y" in column three.

DOES YOUR LIBRARY... ?	PROVIDE	DO NOT PROVIDE	FEES CHARGED
35. Provide to hospitals.	Y	N	Y
a. Materials on demand.	Y	N	Y
b. Deposit collections.	Y	N	Y
c. Programming.	Y	N	Y
36. Provide to prisons.	Y	N	Y
a. Materials on demand.	Y	N	Y
b. Deposit collections.	Y	N	Y
c. Programming.	Y	N	Y
37. Provide to retirement/ nursing homes.	Y	N	Y
a. Materials on demand.	Y	N	Y
b. Deposit collections.	Y	N	Y
c. Programming.	Y	N	Y
38. Provide materials to homebound.	Y	N	Y
39. Provide books by mail.	Y	N	Y
40. Provide bookmobile service.	Y	N	Y
a. Materials on demand.	Y	N	Y
b. Programming.	Y	N	Y
c. Publicize central library programming.	Y	N	Y

	PROVIDE	DO NOT PROVIDE	FEES CHARGED
41. Maintain information on community activities.	Y	N	Y
42. Maintain information about media resources other than those owned by the library.	Y	N	Y
43. Maintain a human resources file.	Y	N	Y
44. Maintain other resource files (list).			
a._____.	Y	N	Y
b._____.	Y	N	Y
c._____.	Y	N	Y
d._____.	Y	N	Y

EXHIBIT 7

We want to learn the details of key adult services programs offered by your library in 1985. On the grid below please indicate titles of up to five programs and answer specific questions as in the example. We are interested in the entire range of possible programs such as concerts, literary discussion groups, adult learners assistance, career information programs, microcomputer instruction, genealogy programs, programs aimed at special groups (such as minorities, the handicapped, older adults, labor groups), literacy programs and parent education programs. Since you are to select the programs that you feel were the most important or successful we are certain that there will be many surprises and that your input will make this part of the ASE project an exciting contribution to the story of today's public library adult services. Thank You for your attention and time!

TITLE OF PROGRAM	BACKGROUND ON EACH ACTIVITY: USE N/A IF QUESTION DOES NOT APPLY OR DK IF YOU DON'T KNOW											
	What was the subject with which the activity was concerned?	What was the purpose of the activity?	What agencies cooperated in this activity?	If externally funded what was the source of these funds?	Is this an ongoing activity?	How long has this activity been operational?	Who were the typical participants? (men, women, labor groups, minority groups, etc.)	What was the estimated number of participants? (if ongoing give average)	Where held? (library or other location)	Who conducted the program?	How were programs publicized?	What evaluation methods were used?
	1	2	3	4	5	6	7	8	9	10	11	12
Example: "Vietnamese-English Course"	English as a 2nd Language	Education	Board of Education	Board of Education	YES	2 yrs	Job Seekers	18	Library	Community volunteers	Radio and direct mail	Questionnaire

EXHIBIT 7

REFERENCE AND ADULT SERVICES DIVISION
A DIVISION OF THE
AMERICAN LIBRARY ASSOCIATION
50 EAST HURON STREET • CHICAGO, ILLINOIS 60611 • (312) 944-6780

ID# _____
(for office use only)

CENTRAL LIBRARY

NAME OF RESPONDENT: _____

ADDRESS: _____

_____

_____

_____

_____

TELEPHONE: _____

BACKGROUND

1) Has your library used the PLA's A Planning Process for Public Libraries?

YES____NO____.

2) If yes, when did the process begin?

_____, 19____.

REFERENCE AND ADULT SERVICES DIVISION
A DIVISION OF THE
AMERICAN LIBRARY ASSOCIATION
50 EAST HURON STREET • CHICAGO, ILLINOIS 60611 • (312) 944-6780

ID# _____
(for office use only)

CENTRAL LIBRARY

NAME OF RESPONDENT: _____

ADDRESS: _____

_____

_____

_____

_____

TELEPHONE: _____

BACKGROUND

1) Has your library used the PLA's A Planning Process for Public Libraries?

YES____NO____.

2) If yes, when did the process begin?

_____, 19____.

Surveys are enclosed for each branch library, plus one for bookmobile service (regardless of number of bookmobiles). Information was derived from the American Library Directory.

We greatly appreciate your help in distributing and collecting completed surveys. Please return them all in the enclosed envelope. Many Thanks!

EXHIBIT 8

Summary of ASE Project
"mid-mailing"

prepared by
Gary O. Rolstad, ASE Coordinator
for ASE Program at the
American Library Association
Annual Conference

July 2, 1986

Summary of ASE Project presentation at ALA, 1986,
New York; July 2
prepared by Gary O. Rolstad

Public Libraries are at the head of a renaissance of education; there is a realignment of educational and cultural priorities. A broad definition of Adult Services is: any activity for the benefit of adults (except basic reference) including circulation of materials, exhibits, provision of meeting rooms, service to groups, involvement in community activity and programs. Adult services are the heart and soul of library activity; but have not been grounded in theory; nor is the concept examined in the literature to sustain its own development.

We need to define the difficulty in creating a coherent approach. Literacy, for example, is one program that has developed to the point where it has funded support. ASE will provide the background, the information base via over 2,500 articles, mostly practical in nature, to help develop this unified approach.

RQ experiences a shortage of articles in the area of adult services. We need to try to find why there is a lack of theory. A Bibliography will access the back-up literature.

The ALA Goal Award of $5,000 in 1983 was premised on the development of a questionnaire around the literature and data. The American Library Directory was searched for libraries (public) serving over 25,000. We sought to find who circulates what; where; in what size communities; what programs; etc. The information should find use as ammunition to support funding, because the data show what kinds of programs are out there, and to what degree of success they are accomplished. Twenty percent of libraries have genealogy programs; 20% have aid for job seekers - having to close a library during a period of high unemployment while libraries are providing job-seeking information would therefore seem contradictory.

The report itself aims for chapters on major services; where they fit in, with what findings; it will be a sourcebook of the state of the art, with a bibliography. ASE updates will be in RQ.

Questions: Comments:

1. County Wide systems have had difficulty filling out the survey because services are centralized (something we anticipated)
2. Librarians need to know about these activities before they are history.
3. What percent of libraries use the Planning Process? - 25% of early returns
4. What's the address at LSU?
5. Small libraries in many county systems are being reached (beyond the over 25,000 limit)

EXHIBIT 9

Campus Correspondence

LOUISIANA STATE UNIVERSITY

From: Gary R.

Date: July 13,1986

To: 1986 Seminar -- ASE data entry teams

The manual data entry team has caught up with the backlog of surveys. All demographic elements are entered on the boxed questionnaires and ready for computer input. So, we are able to double the number of people on the second team in an effort to catch up on that task as well.

EXHIBIT 9

Rolstad memo on Data Entry

Everyone in the seminar now has a section of responsibility for computer entry of data, as per below:

Phil Arny	--	Alabama - California
Gary Rolstad	--	Colorado - Idaho
Jill Ellern	--	Illinois - Kentucky
Connie Van Fleet	--	Louisiana - Mississippi
Dannie Ball	--	Missouri - New York
Dana Watson	--	North Carolina - Oregon
Stuart Douglass	--	Pennsylvania - Texas
Jim Bloom	--	Utah - Washington
Lolah Giamalva	--	West Virginia - Wyoming

The work load has been divided more equally, even though there is still some variation in exact amounts. But everyone has a manageable section and we need to proceed with alacrity. At the same time, be accurate and conscientious about the data you enter.

Finally, be sure to review regularly the authority lists for the variables that require listed information, i.e. words; consistency in these areas will make analysis much simpler, so know the standard terms for ethnic groups, circulating items and programs.

Thanks.

EXHIBIT 9

Campus Correspondence LOUISIANA STATE UNIVERSITY

From: Gary R. *Date:* July 13,1986

To: 7908 Seminar -- ASE data entry teams

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Dana Watson	--	North Carolina - Oregon
Stuart Douglass	--	Pennsylvania - Texas
Jim Bloom	--	Utah - Washington
Lolah Giamalva	--	West Virginia - Wyoming

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Finally, be sure to review regularly the authority lists for the variables that require listed information, i.e. words; consistency in these areas will make analysis much simpler, so know the standard terms for ethnic groups, circulating items and programs.

Thanks.

EXHIBIT 10

ASE Reminder

July 1986

DEAR COLLEAGUE:

Remember the A.S.E. Survey? The Adult Services In The Eighties questionnaire, a project of ALA/RASD, sought your input on library activities and progress some weeks back. (Call or write if you need surveys.)

Please spend a few minutes filling it out and returning it to:

ASE PROJECT
Louisiana State University
School of Library and Info. Sc.
267 Coates Hall
Baton Rouge, LA 70803-3920
(504) 388-3119

We need your help! Your input is important!

THANKS!

DEAR COLLEAGUE:

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Baton Rouge, LA 70803-3920
(504) 388-3119

We need your help! Your input is important!

THANKS!

EXHIBIT 11a - 11d

ASE PROGRAMS

Written by

J. Stuart Douglass

Philip Hummel Arny

James L. Bloom

Gillian D. Ellern

EXHIBIT 11a

Data Entry Program

```
10 REM Adult Services in the Eighties.  A Project of the Services to Adults
50 REM Committee, Reference and Adult Services Division, American Library Assoc.
edit 30
110 CLS
160 CLEAR
200 DIM LPT$(5),SUBJ$(5),PURP$(5),AGEN$(5), EFS$(5),OA$(5),ALBO$(5),TP$(5)
205 DIM ENP$(5),WH$(5), WCP(5), PP$(5), EMU$(5)
210 PRINT, "ADULT SERVICES SURVEY"
260 PRINT
310 PRINT
360 PRINT, "Option 1. Enter Survey Information:"
410 PRINT, "Option 2. Print File:"
460 PRINT, "Option 3. Terminate:"
510 PRINT
560 PRINT
610 INPUT "(Type the number of the task you wish to perform):", TASK
660 IF TASK = 1 GOTO 1010
710 IF TASK = 2 GOTO 26960
760 IF TASK = 3 GOTO 28410
810 PRINT
860 PRINT "You must choose option 1, 2, or 3."
910 GOTO 110
960 CLEAR
1010 CLS
1015 ID$ = " ":BID$ = " ":NOL$ = " ": BNOL$ = " "
1060 PRINT "Will this be for the central library or a branch?"
1110 PRINT
1160 PRINT "Option 1. Central Library"
1210 PRINT "Option 2. Branch Library"
1260 PRINT
1310 INPUT "(Type the option of your choice):", CHOICE
1360 IF CHOICE = 1 GOTO 1610
1410 IF CHOICE = 2 GOTO 2610
1460 PRINT
1510 PRINT "You must choose option 1 or 2."
1560 GOTO 1310
1610 CLS
1660 PRINT,, "Central Library Questionaire"
1710 PRINT
1760 INPUT "ID#:", ID$
1810 PRINT
1860 LINE INPUT "Name of library:", NOL$
1910 PRINT
1960 PRINT "                                Background"
2010 PRINT
2015 PRINT
2060 PRINT "Has your library used the PLA's ``A Planning Process for "
2110 INPUT "Public Libraries''                (Y/N)   ";PLAYESNO$
2160 IF PLAYESNO$ = "Y" THEN GOTO 2460
2210 IF PLAYESNO$ = "y" THEN GOTO 2460
2260 IF PLAYESNO$ = "N" THEN GOTO 3610
2310 IF PLAYESNO$ = "n" THEN GOTO 3610
2360 PRINT "You must answer Y/N!"
2410 GOTO 2060
2460 PRINT
2510 INPUT "When did the process begin?:", MON
2560 GOTO 3610
2610 CLS
2660 PRINT,, "Branch Library Questionaire"
2710 PRINT
2760 INPUT "ID#:", BID$
2810 PRINT
2860 LINE INPUT "Name of branch:", BNOL$
2910 PRINT
```

```
3010 PRINT
3060 PRINT "Has your library used the PLA's 'A Planning Process for"
3110 INPUT "Public Libraries'                    (Y/N)  ";PLAYESNO$
3160 IF PLAYESNO$ = "Y" THEN GOTO 3160
3210 IF PLAYESNO$ = "y" THEN GOTO 3460
3260 IF PLAYESNO$ = "N" THEN GOTO 3360
3310 IF PLAYESNO$ = "n" THEN GOTO 3360
3360 PRINT "You must answer Y/N!"
3410 GOTO 3060
3460 INPUT "When did the process begin?:", BMON
3510 PRINT
3560 INPUT "Please estimate population served by Branch:", POPUL
3565 IF PLAYESNO$ = "y" THEN PLAYESNO$ = "Y"
3570 IF PLAYESNO$ = "n" THEN PLAYESNO$ = "N"
3610 CLS
3660 PRINT "ID#:                                  " ID$
3710 PRINT "Name of Library:                      " NOL$
3760 PRINT "Planning process beginning date: " MON
3810 PRINT
3815 PRINT "Library used PLA's Planning Process: ";PLAYESNO$
3820 PRINT
3825 PRINT
3860 PRINT "Branch ID#:                                 " BID$
3910 PRINT "Name of responding branch: " BNOL$
3960 PRINT "Planning process beginning date:     " BMON
4010 PRINT "Population number served by branch: " POPUL
4060 PRINT
4110 PRINT
4160 BEEP:INPUT "Is the above information correct? (Y/N):", INFORMATION$
4210 IF INFORMATION$ = "Y" THEN GOTO 4510
4260 IF INFORMATION$ = "y" THEN GOTO 4510
4310 IF INFORMATION$ = "N" THEN GOTO 960
4360 IF INFORMATION$ = "n" THEN GOTO 960
4410 PRINT "You must answer 'Y' or 'N'."
4460 GOTO 4160
4510 CLS
4560 IF CHOICE = 2 THEN 4565 ELSE 4610
4565 INPUT "Do You Want to Enter Demographic data"; QUEST$
4570 IF (QUEST$ = "y") OR (QUEST$ = "Y") THEN 4610 ELSE  6160
4610 PRINT, "DEMOGRAPHIC INFORMATION"
4660 PRINT
4710 PRINT
4760 INPUT "Percentage white:", PERW
4810 PRINT
4860 INPUT "Percentage black:", PERB
4910 PRINT
4960 INPUT "Percentage hispanic:", PERH
5010 PRINT
5060 INPUT "Percentage other:", PERO
5110 PRINT
5160 INPUT "Percentage with 12 years of education:", PERE
5210 PRINT
5260 INPUT "Percentage with 16 years of education:", PERR
5310 PRINT
5360 INPUT "Percentage over 65:", PERC
5410 PRINT
5460 INPUT "Per capita income:", INCOME
5510 PRINT
5560 INPUT "Percentage below the poverty level:", PBPL
5610 PRINT
5660 INPUT "Population:", POPULATION
5710 PRINT
5760 PRINT
5810 BEEP:INPUT "Is the above information correct? (Y/N):", INFORMATION$
5860 IF INFORMATION$ = "Y" THEN GOTO 6160
```

```
5910 IF INFORMATION$ = [illegible] THEN GOTO 5160
5960 IF INFORMATION$ = "N" THEN GOTO 4510
6010 IF INFORMATION$ = "n" THEN GOTO 4510
6060 PRINT "You must answer 'Y' or 'N'."
6110 GOTO 5810
6160 CLS
6210 PRINT "Does Your Library...?"
6260 PRINT
6310 PRINT "1. Display within the library exhibits based on materials owned by t
he library."
6360 GOSUB 28610
6410 AA$ = CHOICE$
6460 CLS
6510 PRINT "2. Display within the library exhibits based on non-library material
s."
6560 GOSUB 28610
6610 AB$ = CHOICE$
6660 CLS
6710 PRINT "3. Display outside the library exhibits based on materials owned by
the librayy."
6760 GOSUB 28610
6810 AC$ = CHOICE$
6860 CLS
6910 PRINT "4. Circulate books in multiple copies for group use."
6960 GOSUB 28610
7010 AD$ = CHOICE$
7060 PRINT
7110 CLS
7160 PRINT "5. Circulate microcomputers."
7210 GOSUB 28610
7260 AE$ = CHOICE$
7310 CLS
7360 PRINT "6. Circulate microcomputer software."
7410 GOSUB 28610
7460 AF$ = CHOICE$
7510 CLS
7560 PRINT "7. Circulate musical records."
7610 GOSUB 28610
7660 AG$ = CHOICE$
7710 CLS
7760 PRINT "8. Circulate spoken records."
7810 GOSUB 28610
7860 AH$ = CHOICE$
7910 CLS
7960 PRINT "9. Circulate musical tapes."
8010 GOSUB 28610
8060 AI$ = CHOICE$
8110 CLS
8160 PRINT "10. Circulate spoken tapes."
8210 GOSUB 28610
8260 AJ$ = CHOICE$
8310 CLS
8360 CLS
8410 PRINT "11. Circulate AV materials."
8460 GOSUB 28610
8510 AK$ = CHOICE$
8560 CLS
8610 PRINT "12. Circulate films."
8660 GOSUB 28610
8710 AL$ = CHOICE$
8760 CLS
8810 PRINT "13. Circulate videotapes."
8860 GOSUB 28610
8910 AM$ = CHOICE$
8960 CLS
9060 BEEP:LINE INPUT "14. Circulate other (list):", CO1$
```

```
9160 GOSUB 28610
9210 AN$ = CHOICE$
9260 CLS
9360 LINE INPUT "15. Circulate other (list):", CO2$
9410 IF CO2$ = "" THEN CHOICE$ = " ":CO2$ = " ":GOTO 9510
9460 GOSUB 28610
9510 AO$ = CHOICE$
9560 CLS
9660 LINE INPUT "16. Circulate other (list):", CO3$
9710 IF CO3$ = "" THEN CHOICE$ = " ":CO3$ = " ":GOTO 9810
9760 GOSUB 28610
9810 AP$ = CHOICE$
9860 CLS
9910 PRINT "17. Provide reading lists of biblicgraphies."
9960 GOSUB 28610
10010 AQ$ = CHOICE$
10060 CLS
10110 PRINT "  1. = "; AA$
10160 PRINT "  2. = "; AB$
10210 PRINT "  3. = "; AC$
10260 PRINT "  4. = "; AD$
10310 PRINT "  5. = "; AE$
10360 PRINT "  6. = "; AF$
10410 PRINT "  7. = "; AG$
10460 PRINT "  8. = "; AH$
10510 PRINT "  9. = "; AI$
10560 PRINT " 10. = "; AJ$
10610 PRINT " 11. = "; AK$
10660 PRINT " 12. = "; AL$
10710 PRINT " 13. = "; AM$
10760 PRINT " 14. = "; CO1$ "  ";AN$
10810 PRINT " 15. = "; CO2$ "  ";AO$
10860 PRINT " 16. = "; CO3$;"  ";AP$
10910 PRINT " 17. = "; AQ$
10960 PRINT
11010 BEEP: INPUT "Is this correct"; INFORMATION$
11060 IF (INFORMATION$ = "N") OR (INFORMATION$ = "n") THEN 6160
11110 CLS
11160 PRINT
11210 PRINT "18. Provide interlibrary loan services."
11260 GOSUB 28610
11310 AR$ = CHOICE$
11360 CLS
11410 PRINT "19. Provide AV equipment for in-library use."
11460 GOSUB 28610
11510 AS$ = CHOICE$
11560 CLS
11610 PRINT "20. Provide microcomputer software for in-library use."
11660 GOSUB 28610
11710 AT$ = CHOICE$
11760 CLS
11810 PRINT "You must answer 'Y' or 'N'."
11860 CLS
11910 PRINT "21. Provide microcomputers for in-library use."
11960 GOSUB 28610
12010 AU$ = CHOICE$
12060 CLS
12110 PRINT "22. Provide meeting or conference room space."
12160 GOSUB 28610
12210 AV$ = CHOICE$
12260 CLS
12310 PRINT "23. Provide photocopy machines."
12360 GOSUB 28610
12410 AW$ = CHOICE$
12460 CLS
```

```
12510 PRINT "24. Present book collections."
12560 GOSUB 28610
12610 AX$ = CHOICE$
12660 CLS
12710 PRINT "25. Present live programs."
12760 GOSUB 28610
12810 AY$ = CHOICE$
12860 CLS
12910 PRINT "26. Present radio programs."
12960 GOSUB 28610
13010 AZ$ = CHOICE$
13060 CLS
13110 PRINT "27. Present cable TV programs."
13160 GOSUB 28610
13210 BA$ = CHOICE$
13260 CLS
13310 PRINT "28. Provide instruction to groups on library use.
13360 GOSUB 28610
13410 BB$ = CHOICE$
13460 CLS
13510 PRINT "29. Provide instructions to individuals on library use."
13560 GOSUB 28610
13610 BC$ = CHOICE$
13660 CLS
13710 PRINT "30. Provide literacy education to groups."
13760 GOSUB 28610
13810 BD$ = CHOICE$
13811 CLS
13815 PRINT "31. Provide literacy education to individuals."
13820 GOSUB 28610
13822 BE$ = CHOICE$
13825 CLS
13828 PRINT "32. Provide facilities for literacy education."
13830 GOSUB 28610
13832 BF$ = CHOICE$
13835 CLS
13840 PRINT "33. Provide referral to another agency for literacy education."
13845 GOSUB 28610
13850 BG$ = CHOICE$
13855 CLS
13860 CLS
13865 PRINT "18. =" AR$
13870 PRINT "19. =" AS$
13875 PRINT "20. =" AT$
13910 PRINT "21. =" AU$
13960 PRINT "22. =" AV$
14010 PRINT "23. =" AW$
14060 PRINT "24. =" AX$
14110 PRINT "25. =" AY$
14160 PRINT "26. =" AZ$
14210 PRINT "27. =" BA$
14260 PRINT "28. =" BB$
14310 PRINT "29. =" BC$
14360 PRINT "30. =" BD$
14365 PRINT "31. =" BE$
14370 PRINT "32. =" BF$
14375 PRINT "33. =" BG$
14410 PRINT
14460 BEEP:INPUT "Is the above information correct? (Y/N):", INFORMATION$
14610 IF (INFORMATION$ = "N") OR (INFORMATION$ = "n") THEN GOTO 11210
14810 CLS
15410 CLS
15460 PRINT "34. Organize programming for special groups."
15510 PRINT
15560 PRINT "a. Business."
15610 GOSUB 28610
```

```
15660 BH$ = CHOICE$
15710 CLS
15760 PRINT, "b. Genealogists."
15810 GOSUB 28610
15860 BI$ = CHOICE$
15910 CLS
15960 PRINT, "c. Handicapped."
16010 GOSUB 28610
16060 BJ$ = CHOICE$
16110 CLS
16160 PRINT, "d. Job seekers."
16210 GOSUB 28610
16260 BK$ = CHOICE$
16310 CLS
16360 PRINT, "e. Labor groups."
16410 GOSUB 28610
16460 BL$ = CHOICE$
16510 CLS
16560 PRINT, "f. Older adults."
16610 GOSUB 28610
16660 BM$ = CHOICE$
16710 CLS
16760 PRINT, "g. Parents."
16810 GOSUB 28610
16860 BN$ = CHOICE$
16910 CLS
16960 PRINT, "h. Minority (list)"
17010 GOSUB 29210
17060 CLS
17110 BEEP:PRINT, "i. Other (list)"
17160 GOSUB 30410
17210 CLS
17410 PRINT "34. Organize programming for special groups."
17460 PRINT "      a.      Business = " BH$
17510 PRINT "      b.  Genealogists = " BI$
17560 PRINT "      c.   Handicapped = " BJ$
17610 PRINT "      d.  Job Seekers = " BK$
17660 PRINT "      e.  Labor groups = " BL$
17710 PRINT "      f.  Older adults = " BM$
17760 PRINT "      g.        Parents = " BN$
17810 PRINT "      h. Minority:"MINOR$ " = " DG$
17860 PRINT "            Group 2: "GRP2$ " =  "DA$
17910 PRINT "            Group 3: "GRP3$ " =  "DB$
17960 PRINT "            Group 4: "GRP4$ " =  "DC$
18010 PRINT "      i. Other:  " OTH$ " =  "DDC$
18060 PRINT "            Other 2: "OTH2$ " =  "DD$
18110 PRINT "            Other 3: "OTH3$ " =  "DE$
18160 PRINT "            Other 4: "OTH4$ " =  "DF$
18210 PRINT
18260 BEEP:INPUT "Is the above information correct? (Y/N):", INFORMATION$
18310 IF (INFORMATION$ = "Y") OR (INFORMATION$ = "y") THEN GOTO 18610
18410 IF (INFORMATION$ = "N") OR (INFORMATION$ = "n") THEN GOTO 15460
18510 PRINT "You must answer 'Y' or 'N'."
18560 GOTO 18260
18610 CLS
18660 PRINT "35. Provide to hospitals."
18710 GOSUB 28610
18760 BO$ = CHOICE$
18810 CLS
18860 PRINT, "a. Materials on demand."
18910 GOSUB 28610
18960 BP$ = CHOICE$
18965 CLS
19010 PRINT, "b. Deposit collections."
19060 GOSUB 28610
19110 BQ$ = CHOICE$
19115 CLS
```

```
19110 CLS
19160 PRINT, "c. Programming."
19210 GOSUB 28610
19260 BR$ = CHOICE$
19310 CLS
19360 PRINT "36. Provide to prisons."
19410 GOSUB 28610
19460 BS$ = CHOICE$
19510 CLS
19560 PRINT, "a. Materials on demand."
19610 GOSUB 28610
19660 BT$ = CHOICE$
19665 CLS
19710 PRINT, "b. Deposit collections."
19760 GOSUB 28610
19810 BU$ = CHOICE$
19815 CLS
19860 PRINT, "c. Programming."
19910 GOSUB 28610
19960 BV$ = CHOICE$
19965 CLS
20010 CLS
20060 PRINT "37. Provide to retirement/nursing homes."
20110 GOSUB 28610
20160 BW$= CHOICE$
20210 CLS
20260 PRINT, "a. Materials on demand."
20310 GOSUB 28610
20360 BX$ = CHOICE$
20365 CLS
20410 PRINT, "b. Deposit collections."
20460 GOSUB 28610
20510 BY$ = CHOICE$
20515 CLS
20560 PRINT, "c. Programming."
20610 GOSUB 28610
20660 BZ$ = CHOICE$
20710 CLS
20760 PRINT "38. Provide materials to homebound."
20810 GOSUB 28610
20860 CA$ = CHOICE$
20910 CLS
20960 PRINT "39. Provide books by mail."
21010 GOSUB 28610
21060 CB$ = CHOICE$
21110 CLS
21160 PRINT "40. Provide bookmobile services."
21210 GOSUB 28610
21260 CC$ = CHOICE$
21310 CLS
21360 PRINT, "a. Materials on demand."
21410 GOSUB 28610
21460 CD$ = CHOICE$
21465 CLS
21510 PRINT, "b. Programming."
21560 GOSUB 28610
21565 CLS
21610 CE$ = CHOICE$
21660 PRINT, "c. Publicize central library programming."
21710 GOSUB 28610
21760 CF$ = CHOICE$
21810 CLS
21860 PRINT "35. Provide to hospitals:                    " BO$
21910 PRINT "                                        a. = " BP$
21960 PRINT "                                        b. = " BQ$
22010 PRINT "                                        c. = " BR$
```

```
22060 PRINT
22110 PRINT "36. Provide to prisons:                    " BS$
22160 PRINT "                                    a. = " BT$
22210 PRINT "                                    b. = " BU$
22260 PRINT "                                    c. = " BV$
22360 PRINT
22410 PRINT "37. Provide to retirement/nursing homes:" BW$
22460 PRINT "                                    a. =" BX$
22465 PRINT "                                    b. = " BY$
22470 PRINT "                                    c. =" BZ$
22510 PRINT
22560 PRINT "                                   38. =" CA$
22610 PRINT "                                   39. = " CB$
22615 PRINT
22660 PRINT "40. Provide bookmobile service:            " CC$
22710 PRINT "                                    a. = " CD$
22715 PRINT "                                    b. = " CE$
22720 PRINT "                                    c. = " CF$
22760 PRINT
22810 BEEP:INPUT "Is the above information correct? (Y/N):", INFORMATION$
22860 IF (INFORMATION$ = "Y") OR (INFORMATION$ = "y") THEN 23160
22960 IF (INFORMATION$ = "N") OR (INFORMATION$ = "n") THEN 18610
23060 PRINT "You must answer `Y' or `N'."
23110 GOTO 22810
23160 CLS
23260 PRINT "41. Maintain information on community activities."
23310 GOSUB 28610
23360 CG$ = CHOICE$
23410 CLS
23460 PRINT "42. Maintain information about media resources other than those own
ed by the library."
23510 GOSUB 28610
23560 CH$ = CHOICE$
23610 CLS
23660 PRINT "43. Maintain a human resources file."
23710 GOSUB 28610
23760 CI$ = CHOICE$
23810 CLS
23860 PRINT "44. Maintain other resource files (list)"
23910 PRINT
24010 BEEP:LINE INPUT "                 Files:", FIL$
24015 IF FIL$ = "" THEN 24020 ELSE 24060
24020 FIL$ = " ":CJ$ = " ":FIL2$ = " ":CK$ = " ":FIL3$ = " ":CL$ = " ": FIL4$ =
" ":CM$ = " "
24025 GOTO 25160
24060 GOSUB 28610
24110 CJ$ = CHOICE$
24115 CLS
24510 BEEP: LINE INPUT "                 File 2:", FIL2$
24515 IF FIL2$ = "" THEN 24520 ELSE 24560
24520 FIL2$ = " ":CK$ = " ":FIL3$ = " ":CL$ = " ": FIL4$ = " ":CM$ = " "
24525 GOTO 25160
24560 GOSUB 28610
24610 CK$ = CHOICE$
24660 CLS
24760 BEEP:LINE INPUT "                 File 3:", FIL3$
24765 IF FIL3$ = "" THEN 24770 ELSE 24810
24770 FIL3$ = " ":CL$ = " ": FIL4$ = " ":CM$ = " "
24775 GOTO 25160
24810 GOSUB 28610
24860 CL$ = CHOICE$
24910 CLS
25010 BEEP:LINE INPUT "                 File 4:", FIL4$
25014 IF FIL4$ = "" THEN 25015 ELSE 25060
25015 FIL4$ = " ":CM$ = " "
25017 GOTO 25160
```

```
25060 GOSUB 33510
25110 CM$ = CHOICE$
25160 CLS
25210 PRINT "41. =                    " CG$
25260 PRINT "42. =                    " CH$
25310 PRINT "43. =                    " CI$
25360 PRINT
25410 PRINT "44. Maintain other resource files (list)"
25460 PRINT "                File A = " FIL$; " " CJ$
25510 PRINT "                File B = " FIL2$; " " CK$
25560 PRINT "                File C = " FIL3$; " " CL$
25610 PRINT "                File D = " FIL4$; " " CM$
25660 PRINT
25710 BEEP:INPUT "Is the above information correct? (Y/N):", INFORMATION$
25760 IF INFORMATION$ = "Y" THEN GOTO 26060
25810 IF INFORMATION$ = "y" THEN GOTO 26060
25860 IF INFORMATION$ = "N" THEN GOTO 23160
25910 IF INFORMATION$ = "n" THEN GOTO 23160
25960 PRINT "You must answer `Y' or `N'."
26010 GOTO 25710
26060 CLS
26110 PRINT,, "SURVEY PAGE 3"
26160 PRINT
26210 GOSUB 31615
26260 PRINT
26310 PRINT "You have completed this questionnaire."
26360 CLS
26410 OPEN "b:Heim.dat" FOR APPEND AS #1
26460 WRITE #1, ID$, BID$, NOL$, BNOL$, MON, BMON, POPUL, AA$, AB$, AC$, AD$, AE
$, AF$, AG$, AH$, AI$, AJ$, AK$, AL$, AM$, AN$, AO$, AP$, AQ$, AR$, AS$, AT$, AU
$, AV$, AW$, AX$, AY$, AZ$, BA$, BB$, BC$, BD$, BE$, BF$. BG$, BH$, BI$, BJ$
26510 WRITE #1, BK$, BL$, BM$, BN$, BO$, BP$, BQ$, BR$. BS$, BT$, BU$, BV$, BW$.
 BX$, BY$, BZ$, CA$, CB$, CC$, CD$, CE$, CF$, CG$, CH$, CI$, CJ$, FIL$, FIL2$, C
K$, FIL3$, CL$, FIL4$, CM$, LPT1$, SUBJ1$, PURP1$, AGEN1$, EFS1$, OA1$, HLBO1$,
TP1$
26560 WRITE #1, ENP1$, WH1$, WCP1$, PP1$, EMU1$, LPT2$, SUBJ2$, PURP2$, AGEN2$,
EFS2$, OA2$, HLBO2$, TP2$, ENP2$, WH2$, WCP2$
26610 WRITE #1, PP2$. EMU2$, LPT3$, SUBJ3$, PURP3$. AGEN3$, EFS3$, OA3$, HLBO3$,
 TP3$, ENP3$, WH3$, WCP3$
26660 WRITE #1, PP3$, EMU3$, LPT4$, SUBJ4$, PURP4$, AGEN4$, EFS4$, OA4$, HLBO4$,
 TP4$, ENP4$, WH4$, WCP4$
26710 WRITE #1, PP4$, EMU4$, LPT5$, SUBJ5$, PURP5$, AGEN5$, EFS5$, OA5$, HLBO5$,
 TP5$, ENP5$, WH5$, WCP5$
26760 WRITE #1, PP5$, EMU5$, MINOR$, GRP2$, GRP3$, GRP4$, DA$, DB$, DC$, OTH$, O
TH2$, OTH3$, OTH4$, DD$, DE$, DF$, DG$, DDC$, CO1$, CO2$, CO3$, PERW, PERB, PERH
, PERO, PERE, PERR, PERC, INCOME, PBPL, POPULATION, PLAYESNO$
26810 CLOSE #1
26860 CLS
26910 GOTO 110
26960 CLS
27010 PRINT, "CURRENT LISTING OF SURVEY RESULTS FOR ADULT SERVICES"
27060 PRINT
27110 PRINT
27160 OPEN "b:Heim.dat" FOR INPUT AS #1
27210 WHILE NOT EOF(1)
27260 INPUT #1, ID$, BID$, NOL$, BNOL$, MON, BMON, POPUL, AA$, AB$, AC$, AD$, AE
$, AF$, AG$, AH$, AI$, AJ$, AK$, AL$, AM$, AN$, AO$, AP$, AQ$, AR$, AS$, AT$, AU
$, AV$, AW$, AX$, AY$. AZ$, BA$, BB$, BC$, BD$, BE$, BF$, BG$, BH$, BI$, BJ$
27310 INPUT #1, BK$. BL$, BM$, BN$, BO$, BP$, BQ$, BR$, BS$, BT$, BU$. BV$, BW$.
 BX$, BY$, BZ$, CA$, CB$, CC$, CD$, CE$, CF$, CG$, CH$, CI$, CJ$, FIL$, FIL2$. C
K$, FIL3$, CL$, FIL4$, CM$, LPT1$, SUBJ1$, PURP1$, AGEN1$, EFS1$, OA1$, HLBO1$,
TP1$
27360 INPUT #1, ENP1$, WH1$, WCP1$. PP1$, EMU1$, LPT2$, SUBJ2$. PURP2$. AGEN2$,
EFS2$, OA2$. HLBO2$, TP2$, ENP2$. WH2$, WCP2$
27410 INPUT #1. PP2$, EMU2$, LPT3$, SUBJ3$, PURP3$, AGEN3$. EFS3$, OA3$, HLBO3$,
 TP3$. ENP3$. WH3$, WCP3$
```

```
27460 INPUT #1, PP4$, EMU4$, LPT4$, SUBJ4$, PURP4$, AGEN4$, EFS4$, OA4$, HLBO4$,
 TP4$, ENP4$, WH4$, WCP4$
27510 INPUT #1, PP4$, EMU4$, LPT5$, SUBJ5$, PURP5$, AGEN5$, EFS5$, OA5$, HLBO5$,
 TP5$, ENP5$, WH5$, WCP5$
27560 INPUT #1, PP5$, EMU5$, MINOR$, GRP2$, GRP3$, GRP4$, DA$, DB$, DC$, OTH$, O
TH2$, OTH3$, OTH4$, DD$, DE$, DF$, DG$, DDC$, CO1$, CO2$, CO3$, PERW, PERB, PERH
, PERO, PERE, PERR, PERC, INCOME, PBPL, POPULATION, PLAYESNO$
27610 PRINT
27660 PRINT
27710 LPRINT ID$, BID$, NOL$, BNOL$, MON, BMON, POPUL, AA$, AB$, AC$, AD$, AE$,
AF$, AG$, AH$, AI$, AJ$, AK$, AL$, AM$, AN$, AO$, AP$, AQ$, AR$, AS$, AT$, AU$,
AV$, AW$, AX$, AY$, AZ$, BA$, BB$, BC$, BD$, BE$, BF$, BG$, BH$, BI$, BJ$
27760 LPRINT BK$, BL$, BM$, BN$, BO$, BP$, BQ$, BR$, BS$, BT$, BU$, BV$, BW$, BX
$, BY$, BZ$, CA$, CB$, CC$, CD$, CE$, CF$, CG$, CH$, CI$, CJ$, FIL$, FIL2$, CK$,
 FIL3$, CL$, FIL4$, CM$, LPT1$, SUBJ1$, PURP1$, AGEN1$, EFS1$, OA1$, HLBO1$, TP1
$
27810 LPRINT ENP1$, WH1$, WCP1$, PP1$, EMU1$, LPT2$, SUBJ2$, PURP2$, AGEN2$, EFS
2$, OA2$, HLBO2$, TP2$, ENP2$, WH2$, WCP2$
27860 LPRINT PP2$, EMU2$, LPT3$, SUBJ3$, PURP3$, AGEN3$, EFS3$, OA3$, HLBO3$, TP
3$, ENP3$, WH3$, WCP3$
27910 LPRINT PP3$, EMU3$, LPT4$, SUBJ4$, PURP4$, AGEN4$, EFS4$, OA4$, HLBO4$, TP
4$, ENP4$, WH4$, WCP4$
27960 LPRINT PP4$, EMU4$, LPT5$, SUBJ5$, PURP5$, AGEN5$, EFS5$, OA5$, HLBO5$, TP
5$, ENP5$, WH5$, WCP5$
28010 LPRINT PP5$, EMU5$, MINOR$, GRP2$, GRP3$, GRP4$, DA$, DB$, DC$, OTH$, OTH2
$, OTH3$, OTH4$, DD$, DE$, DF$, DG$, DDC$, CO1$, CO2$, CO3$, PERW, PERB, PERH, P
ERO, PERE, PERR, PERC, INCOME, PBPL, POPULATION,PLAYESNO$
28060 PRINT
28110 WEND
28160 CLOSE #1
28210 PRINT+" "+"End of Research Data"
28260 PRINT
28310 PRINT
28360 GOTO 110
28410 CLS
28460 PRINT "You have just finished."
28510 SYSTEM
28560 END
28610 PRINT
28660 PRINT, "Option 1. Provides."
28710 PRINT, "Option 2. Does not provide."
28760 PRINT, "Option 3. Provides with fee charged."
28810 PRINT
28860 PRINT "(Type the Appropriate Option Number):" : CHOICE$=INPUT$(1)
28910 IF CHOICE$ = "1" THEN RETURN
28960 IF CHOICE$ = "2" THEN RETURN
29010 IF CHOICE$ = "3" THEN RETURN
29060 PRINT "You must enter option 1, 2, or 3."
29110 GOTO 28860
29210 BEEP:LINE INPUT "Minority:", MINOR$
29220 IF MINOR$ = "" THEN 29225 ELSE 29260
29225 LET MINOR$ = " ": LET GRP2$ = " ": LET DG$ = " ": LET DA$ = " "
29227 LET GRP3$ = " ":LET DB$ = " ":LET GRP4$ = " ":LET DC$ = " "
29230 RETURN
29260 GOSUB 28610
29310 DG$ = CHOICE$
29360 CLS
29810 BEEP:LINE INPUT "Group 2:", GRP2$
29820 IF GRP2$ = "" THEN 29825 ELSE 29860
29825 GRP2$ = " ":DA$ = " ":GRP3$ = " ":DB$ = " ":GRP4$ = " ":DC$ = " "
29830 RETURN
29860 GOSUB 28610
29910 DA$ = CHOICE$
30005 CLS
30010 BEEP:LINE INPUT "Group 3:", GRP3$
30015 IF GRP3$ = "" THEN 30020 ELSE 30060
```

```
30025 RETURN
30060 GOSUB 28610
30110 DB$ = CHOICE$
30115 CLS
30210 BEEP:LINE INPUT "Group 4:", GRP4$
30215 IF GRP4$ = "" THEN 30220 ELSE 30260
30220 GRP4$ = " ":DC$ = " "
30225 RETURN
30260 GOSUB 28610
30310 DC$ = CHOICE$
30315 CLS
30360 RETURN
30410 LINE INPUT "          Other:  ", OTH$
30460 IF OTH$ = "" THEN 30510 ELSE 30560
30510 OTH$ = " ":DDC$ = " ":OTH2$ = " ":DD$ = " ":OTH3$ = " ": DE$ = " ":OTH4$ =
 " ": DF$ = " "
30515 RETURN
30560 GOSUB 28610
30610 DDC$ = CHOICE$
30660 CLS
30710 BEEP:LINE INPUT "          Other 2: "; OTH2$
30760 IF OTH2$ = "" THEN 30810 ELSE 30910
30810 OTH2$ = " ":DD$ = " ":OTH3$ = " ": DE$ = " ":OTH4$ = " ": DF$ = " "
30860 RETURN
30910 GOSUB 28610
30960 DD$ = CHOICE$
31111 CLS
31260 BEEP:LINE INPUT "          Other 3: "; OTH3$
31262 IF OTH3$ = "" THEN 31265 ELSE 31310
31265 OTH3$ = " ": DE$ = " ":OTH4$ = " ": DF$ = " "
31267 RETURN
31310 GOSUB 28610
31360 DE$ = CHOICE$
31400 CLS
31410 BEEP:LINE INPUT "Other 4:", OTH4$
31460 IF OTH4$ = "" THEN 31465 ELSE 31510
31465 OTH4$ = " ": DF$ = " "
31470 RETURN
31510 GOSUB 28610
31560 DF$ = CHOICE$
31610 RETURN
31615 FOR I = 1 TO 5
31620 LPT$(I) = " ":HLBO$(I) = " ":TP$(I) = " ":ENP$(I) = " ":WH$(I) = " "
31625 SUBJ$(I) = " ":PURP$(I) = " ":AGEN$(I) = " ":EFS$(I) = " ":OA$(I) = " "
31630 WCP$(I) = " ":PP$(I) = " ":EMU$(I) = " ":EMU$(I) = " "
31635 NEXT I
31660 PRINT
31700 CLS
31705 LOOPER = 1
31710 PRINT "                    LAST PAGE OF SURVEY"
31712 PRINT "A return at the program title will stop further input of programs"
31713 LINE INPUT "                              Return to continue ";INFORMATION$
31715 WHILE LOOPER < 6
31717 CLS
31718 PRINT "PROGRAM";LOOPER
31720 LINE INPUT "List Program Title: ", LPT$(LOOPER)
31725 PRINT
31760 IF LPT$(LOOPER) = "" THEN LPT$(LOOPER) = " ":GOTO 40000
31765 PRINT "WARNING!! you must keep answers to the following to 8 characters!"
31860 PRINT
31960 PRINT  "1. What were the subject(s) with which the activity was"
31965 LINE INPUT "  concerned? "; SUBJ$(LOOPER)
32010 IF SUBJ$(LOOPER) = "" THEN SUBJ$(LOOPER) = " "
32160 PURP$(LOOPER) = " "
32310 AGEN$(LOOPER) = " "
```

```
32660 LPT$(LOOPER) = " "
32710 OA$(LOOPER) = " "
32760 HLBO$(LOOPER) = " "
33310 TP$(LOOPER) = " "
33460 ENP$(LOOPER) = " "
33610 WH$(LOOPER) = " "
33760 WCP$(LOOPER) = " "
33910 PP$(LOOPER) = " "
34060 EMU$(LOOPER) = " "
34110 PRINT
34200 INPUT "Check to see if the above is correct - Is it (Y or N)";INFORMATION$

34250 IF (INFORMATION$ = "y")OR(INFORMATION$ = "Y") THEN 34300
34260 IF (INFORMATION$ = "n")OR(INFORMATION$ = "N") THEN 31717
34265 GOTO 34200
34300 LOOPER = LOOPER + 1
35000 WEND
40000 LET LPT1$ = LPT$(1):SUBJ1$ = SUBJ$(1)
40002 PURP1$ = PURP$(1):AGEN1$ = AGEN$(1):EFS1$ = EFS$(1)
40005 OA1$ = OA$(1): HLBO1$ = HLBO$(1): TP1$ = TP$(1): ENP1$ = ENP$(1)
40008 WH1$ = WH$(1): WCP1$ = WCP$(1): PP1$ = PP$(1): EMU1$ = EMU$(1)
40010 LPT2$ = LPT$(2): SUBJ2$ = SUBJ$(2): PURP2$ = PURP$(2): AGEN2$ = AGEN$(2):
 EFS2$ = EFS$(2)
40015 OA2$ = OA$(2): HLBO2$ = HLBO$(2): TP2$ = TP$(2): ENP2$ = ENP$(2)
40020 WH2$ = WH$(2): WCP2$ = WCP$(2): PP2$ = PP$(2): EMU2$ = EMU$(2)
40030 LPT3$ = LPT$(3): SUBJ3$ = SUBJ$(3): PURP3$ = PURP$(3): AGEN3$ = AGEN$(3):
 EFS3$ = EFS$(3)
40035 OA3$ = OA$(3): HLBO3$ = HLBO$(3): TP3$ = TP$(3): ENP3$ = ENP$(3)
40038 WH3$ = WH$(3): WCP3$ = WCP$(3): PP3$ = PP$(3): EMU3$ = EMU$(3)
40040 LPT4$ = LPT$(4): SUBJ4$ = SUBJ$(4): PURP4$ = PURP$(4): AGEN4$ = AGEN$(4):
 EFS4$ = EFS$(4)
40045 OA4$ = OA$(4): HLBO4$ = HLBO$(4): TP4$ = TP$(4): ENP4$ = ENP$(4)
40048 WH4$ = WH$(4): WCP4$ = WCP$(4): PP4$ = PP$(4): EMU4$ = EMU$(4)
40050 LPT5$ = LPT$(5): SUBJ5$ = SUBJ$(5): PURP5$ = PURP$(5): AGEN5$ = AGEN$(5):
 EFS5$ = EFS$(5)
40055 OA5$ = OA$(5): HLBO5$ = HLBO$(5): TP5$ = TP$(5): ENP5$ = ENP$(5)
40058 WH5$ = WH$(5): WCP5$ = WCP$(5): PP5$ = PP$(5): EMU5$ = EMU$(5)
50000 RETURN
```

EXHIBIT 11b

Data Check Program

```
10 REM program to check for extra "s in ASE data.
20 REM program runs until it hits a problem, then stops and says
30 REM where the problem was; use a text editor that can handle large
40 REM files (e.g. WORDSTAR) to correct the problem. Most common is
50 REM a " being used in a program title; replace such with a '.
60 REM (a PROBLEM is found by checking two pairs of variables --
70 REM ID$ & BID$, and NOL$ and BNOL$ -- to see if both variables
80 REM in either pair have a non-blank value; only one in each pair
90 REM should have a value if the data is in good shape.
100 REM
110 INPUT "what data file do you want to look at (include drive)";MYFILE$
120 RECCOUNT = 0
130 OPEN MYFILE$ FOR INPUT AS #1
140 WHILE NOT EOF(1)
150 RECCOUNT = RECCOUNT + 1
160 PRINT "record # ";RECCOUNT
170 INPUT #1, ID$, BID$, NOL$, BNOL$, MON, BMON, POPUL, AA$, AB$, AC$, AD$, AE$,
 AF$, AG$, AH$, AI$, AJ$, AK$, AL$, AM$, AN$, AO$, AP$, AQ$, AR$, AS$, AT$, AU$,
 AV$, AW$, AX$, AY$, AZ$, BA$, BB$, BC$, BD$, BE$, BF$, BG$, BH$, BI$, BJ$
175 COLOR 0,7:PRINT "ID$ = "ID$:PRINT" BID$= "BID$:COLOR 7,0
180 INPUT #1, BK$, BL$, BM$, BN$, BO$, BP$, BQ$, BR$, BS$, BT$, BU$, BV$, BW$, B
X$, BY$, BZ$, CA$, CB$, CC$, CD$, CE$, CF$, CG$, CH$, CI$, CJ$, FIL$, FIL2$, CK$
, FIL3$, CL$, FIL5$, CM$, LPT1$, SUBJ1$, PURP1$, AGEN1$, EFS1$, OA1$, HLBO1$, TP
1$
190 INPUT #1, ENP1$, WH1$, WCP1$, PP1$, EMU1$, LPT2$, SUBJ2$, PURP2$, AGEN2$, EF
S2$, OA2$, HLBO2$, TP2$, ENP2$, WH2$, WCP2$
200 INPUT #1, PP2$, EMU2$, LPT3$, SUBJ3$, PURP3$, AGEN3$, EFS3$, OA3$, HLBO3$, T
P3$, ENP3$, WH3$, WCP3$
210 INPUT #1, PP3$, EMU3$, LPT4$, SUBJ4$, PURP4$, AGEN4$, EFS4$, OA4$, HLBO4$, T
P4$, ENP4$, WH4$, WCP4$
220 INPUT #1, PP4$, EMU4$, LPT5$, SUBJ5$, PURP5$, AGEN5$, EFS5$, OA5$, HLBO5$, T
P5$, ENP5$, WH5$, WCP5$
230 INPUT #1, PP5$, EMU5$, MINOR$, GRP2$, GRP3$, GRP4$, DA$, DB$, DC$, OTH$, OTH
2$, OTH3$, OTH4$, DD$, DE$, DF$, DG$, DDC$, CO1$, CO2$, CO3$, PERW, PERB, PERH,
PERO, PERE, PERR, PERC, INCOME, FBPL, POPULATION, PLAYESNO$
240 IF ID$="" THEN ID$=" "
250 IF BID$="" THEN BID$=" "
260 IF NOL$="" THEN NOL$=" "
270 IF BNOL$="" THEN BNOL$=" "
280 IF ((ID$<>" ") AND (BID$<>" ")) THEN A$ = "error"
290 IF ((NOL$<>" ") AND (BNOL$<>" ")) THEN B$="error"
300 IF ((A$ = "error") OR (B$ = "error")) THEN GOTO 400
310 LET PREVID$ = ID$
320 LET PREVBID$ = BID$
330 A$ = ""
340 B$ = ""
350 WEND
360 CLOSE
370 PRINT "file probably ok; no problems encountered"
380 INPUT "another?";ANS$
390 IF (ANS$ = "y" OR ANS$ = "Y") THEN GOTO 110 ELSE END
400 PRINT "ERROR>>>> near ";PREVID$;" or ";PREVBID$;" near line ";RECCOUNT*7
410 CLOSE
420 END
```

EXHIBIT 11c

Cleanup Program

```
10 REM Adult Services in the Eighties. A Project of Adult Services to Aging
20 REM Committee, AASA (written by Philip Gray, Summer 1985)
30 CLS
40 PRINT "Data cleaning program running -- do not disturb!"
50 OPEN "c:two" FOR INPUT AS #1
60 OPEN "c:one" FOR OUTPUT AS #2
70 LET ITEMCOUNT = 0
80 WHILE NOT EOF(1)
90 ITEMCOUNT = ITEMCOUNT + 1
100 LOCATE 3,9
110 PRINT "item : ";ITEMCOUNT
120 INPUT #1, ID$, BID$, NOL$, BNOL$, MON, BMON, POPUL, AA$, AB$, AC$, AD$, AE$,
 AF$, AG$, AH$, AI$, AJ$, AK$, AL$, AM$, AN$, AO$, AP$, AQ$, AR$, AS$, AT$, AU$,
 AV$, AW$, AX$, AY$, AZ$, BA$, BB$, BC$, BD$, BE$, BF$, BG$, BH$, BI$, BJ$
130 INPUT #1, BK$, BL$, BM$, BN$, BO$, BP$, BQ$, BR$, BS$, BT$, BU$, BV$, BW$, B
X$, BY$, BZ$, CA$, CB$, CC$, CD$, CE$, CF$, CG$, CH$, CI$, CJ$, FIL$, FIL2$, CK$
, FIL3$, CL$, FIL4$, CM$, LP11$, SUBJ1$, PURP1$, AGEN1$, EFS1$, OA1$, HLBO1$, TP
1$
140 INPUT #1, ENP1$, WH1$, WCP1$, PP1$, EMU1$, LPT2$, SUBJ2$, PURP2$, AGEN2$, EF
S2$, OA2$, HLBO2$, TP2$, ENP2$, WH2$, WCP2$
150 INPUT #1, PP2$, EMU2$, LPT3$, SUBJ3$, PURP3$, AGEN3$, EFS3$, OA3$, HLBO3$, T
P3$, ENP3$, WH3$, WCP3$
160 INPUT #1, PP3$, EMU3$, LPT4$, SUBJ4$, PURP4$, AGEN4$, EFS4$, OA4$, HLBO4$, T
P4$, ENP4$, WH4$, WCP4$
170 INPUT #1, PP4$, EMU4$, LPT5$, SUBJ5$, PURP5$, AGEN5$, EFS5$, OA5$, HLBO5$, T
P5$, ENP5$, WH5$, WCP5$
180 INPUT #1, PP5$, EMU5$, MINOR$, GRP2$, GRP3$, GRP4$, DA$, DB$, DC$, OTH$, OTH
2$, OTH3$, OTH4$, DD$, DE$, DF$, DG$, DDC$, CO1$, CO2$, CO3$, PERW, PERB, PERH,
PERO, PERE, PERR, PERC, INCOME, PBPL, POPULATION, PLAYESNO$
190 IF LEN(AGEN1$) > 8 THEN LET AGEN1$ = LEFT$(AGEN1$,8)
200 IF LEN(AGEN2$) > 8 THEN LET AGEN2$ = LEFT$(AGEN2$,8)
210 IF LEN(AGEN3$) > 8 THEN LET AGEN3$ = LEFT$(AGEN3$,8)
220 IF LEN(AGEN4$) > 8 THEN LET AGEN4$ = LEFT$(AGEN4$,8)
230 IF LEN(AGEN5$) > 8 THEN LET AGEN5$ = LEFT$(AGEN5$,8)
240 IF LEN(CO1$) > 8 THEN LET CO1$ = LEFT$(CO1$,8)
250 IF LEN(CO2$) > 8 THEN LET CO2$ = LEFT$(CO2$,8)
260 IF LEN(CO3$) > 8 THEN LET CO3$ = LEFT$(CO3$,8)
270 IF LEN(DA$) > 8 THEN LET DA$ = LEFT$(DA$,8)
280 IF LEN(DB$) > 8 THEN LET DB$ = LEFT$(DB$,8)
290 IF LEN(DC$) > 8 THEN LET DC$ = LEFT$(DC$,8)
300 IF LEN(DD$) > 8 THEN LET DD$ = LEFT$(DD$,8)
310 IF LEN(DDC$) > 8 THEN LET DDC$ = LEFT$(DDC$,8)
320 IF LEN(DE$) > 8 THEN LET DE$ = LEFT$(DE$,8)
330 IF LEN(DF$) > 8 THEN LET DF$ = LEFT$(DF$,8)
340 IF LEN(DG$) > 8 THEN LET DG$ = LEFT$(DG$,8)
350 IF LEN(EFS1$) > 8 THEN LET EFS1$ = LEFT$(EFS1$,8)
360 IF LEN(EFS2$) > 8 THEN LET EFS2$ = LEFT$(EFS2$,8)
370 IF LEN(EFS3$) > 8 THEN LET EFS3$ = LEFT$(EFS3$,8)
380 IF LEN(EFS4$) > 8 THEN LET EFS4$ = LEFT$(EFS4$,8)
390 IF LEN(EFS5$) > 8 THEN LET EFS5$ = LEFT$(EFS5$,8)
400 IF LEN(EMU1$) > 8 THEN LET EMU1$ = LEFT$(EMU1$,8)
410 IF LEN(EMU2$) > 8 THEN LET EMU2$ = LEFT$(EMU2$,8)
420 IF LEN(EMU3$) > 8 THEN LET EMU3$ = LEFT$(EMU3$,8)
430 IF LEN(EMU4$) > 8 THEN LET EMU4$ = LEFT$(EMU4$,8)
440 IF LEN(EMU5$) > 8 THEN LET EMU5$ = LEFT$(EMU5$,8)
450 IF LEN(ENP1$) > 8 THEN LET ENP1$ = LEFT$(ENP1$,8)
460 IF LEN(ENP2$) > 8 THEN LET ENP2$ = LEFT$(ENP2$,8)
470 IF LEN(ENP3$) > 8 THEN LET ENP3$ = LEFT$(ENP3$,8)
480 IF LEN(ENP4$) > 8 THEN LET ENP4$ = LEFT$(ENP4$,8)
490 IF LEN(ENP5$) > 8 THEN LET ENP5$ = LEFT$(ENP5$,8)
500 IF LEN(FIL$) > 8 THEN LET FIL$ = LEFT$(FIL$,8)
510 IF LEN(FIL2$) > 8 THEN LET FIL2$ = LEFT$(FIL2$,8)
520 IF LEN(FIL3$) > 8 THEN LET FIL3$ = LEFT$(FIL3$,8)
530 IF LEN(FIL4$) > 8 THEN LET FIL4$ = LEFT$(FIL4$,8)
540 IF LEN(GRP2$) > 8 THEN LET GRP2$ = LEFT$(GRP2$,8)
```

```
350 IF LEN(GRP3$) > 8 THEN LET GRP3$ = LEFT$(GRP3$,8)
360 IF LEN(GRP4$) > 8 THEN LET GRP4$ = LEFT$(GRP4$,8)
370 IF LEN(HLBO1$) > 8 THEN LET HLBO1$ = LEFT$(HLBO1$,8)
380 IF LEN(HLBO2$) > 8 THEN LET HLBO2$ = LEFT$(HLBO2$,8)
390 IF LEN(HLBO3$) > 8 THEN LET HLBO3$ = LEFT$(HLBO3$,8)
400 IF LEN(HLBO4$) > 8 THEN LET HLBO4$ = LEFT$(HLBO4$,8)
410 IF LEN(HLBO5$) > 8 THEN LET HLBO5$ = LEFT$(HLBO5$,8)
420 IF LEN(LPT1$) > 8 THEN LET LPT1$ = LEFT$(LPT1$,8)
430 IF LEN(LPT2$) > 8 THEN LET LPT2$ = LEFT$(LPT2$,8)
440 IF LEN(LPT3$) > 8 THEN LET LPT3$ = LEFT$(LPT3$,8)
450 IF LEN(LPT4$) > 8 THEN LET LPT4$ = LEFT$(LPT4$,8)
460 IF LEN(LPT5$) > 8 THEN LET LPT5$ = LEFT$(LPT5$,8)
470 IF LEN(MINOR$) > 8 THEN LET MINOR$ = LEFT$(MINOR$,8)
480 IF LEN(OA1$) > 8 THEN LET OA1$ = LEFT$(OA1$,8)
490 IF LEN(OA2$) > 8 THEN LET OA2$ = LEFT$(OA2$,8)
500 IF LEN(OA3$) > 8 THEN LET OA3$ = LEFT$(OA3$,8)
510 IF LEN(OA4$) > 8 THEN LET OA4$ = LEFT$(OA4$,8)
520 IF LEN(OA5$) > 8 THEN LET OA5$ = LEFT$(OA5$,8)
530 IF LEN(OTH$) > 8 THEN LET OTH$ = LEFT$(OTH$,8)
540 IF LEN(OTH2$) > 8 THEN LET OTH2$ = LEFT$(OTH2$,8)
550 IF LEN(OTH3$) > 8 THEN LET OTH3$ = LEFT$(OTH3$,8)
560 IF LEN(OTH4$) > 8 THEN LET OTH4$ = LEFT$(OTH4$,8)
570 IF LEN(PP1$) > 8 THEN LET PP1$ = LEFT$(PP1$,8)
580 IF LEN(PP2$) > 8 THEN LET PP2$ = LEFT$(PP2$,8)
590 IF LEN(PP3$) > 8 THEN LET PP3$ = LEFT$(PP3$,8)
600 IF LEN(PP4$) > 8 THEN LET PP4$ = LEFT$(PP4$,8)
610 IF LEN(PP5$) > 8 THEN LET PP5$ = LEFT$(PP5$,8)
620 IF LEN(PURP1$) > 8 THEN LET PURP1$ = LEFT$(PURP1$,8)
630 IF LEN(PURP2$) > 8 THEN LET PURP2$ = LEFT$(PURP2$,8)
640 IF LEN(PURP3$) > 8 THEN LET PURP3$ = LEFT$(PURP3$,8)
650 IF LEN(PURP4$) > 8 THEN LET PURP4$ = LEFT$(PURP4$,8)
660 IF LEN(PURP5$) > 8 THEN LET PURP5$ = LEFT$(PURP5$,8)
670 IF LEN(SUBJ1$) > 8 THEN LET SUBJ1$ = LEFT$(SUBJ1$,8)
680 IF LEN(SUBJ2$) > 8 THEN LET SUBJ2$ = LEFT$(SUBJ2$,8)
690 IF LEN(SUBJ3$) > 8 THEN LET SUBJ3$ = LEFT$(SUBJ3$,8)
700 IF LEN(SUBJ4$) > 8 THEN LET SUBJ4$ = LEFT$(SUBJ4$,8)
710 IF LEN(SUBJ5$) > 8 THEN LET SUBJ5$ = LEFT$(SUBJ5$,8)
720 IF LEN(TP1$) > 8 THEN LET TP1$ = LEFT$(TP1$,8)
730 IF LEN(TP2$) > 8 THEN LET TP2$ = LEFT$(TP2$,8)
740 IF LEN(TP3$) > 8 THEN LET TP3$ = LEFT$(TP3$,8)
750 IF LEN(TP4$) > 8 THEN LET TP4$ = LEFT$(TP4$,8)
760 IF LEN(TP5$) > 8 THEN LET TP5$ = LEFT$(TP5$,8)
770 IF LEN(WCP1$) > 8 THEN LET WCP1$ = LEFT$(WCP1$,8)
780 IF LEN(WCP2$) > 8 THEN LET WCP2$ = LEFT$(WCP2$,8)
790 IF LEN(WCP3$) > 8 THEN LET WCP3$ = LEFT$(WCP3$,8)
800 IF LEN(WCP4$) > 8 THEN LET WCP4$ = LEFT$(WCP4$,8)
810 IF LEN(WCP5$) > 8 THEN LET WCP5$ = LEFT$(WCP5$,8)
820 IF LEN(WH1$) > 8 THEN LET WH1$ = LEFT$(WH1$,8)
830 IF LEN(WH2$) > 8 THEN LET WH2$ = LEFT$(WH2$,8)
840 IF LEN(WH3$) > 8 THEN LET WH3$ = LEFT$(WH3$,8)
850 IF LEN(WH4$) > 8 THEN LET WH4$ = LEFT$(WH4$,8)
860 IF LEN(WH5$) > 8 THEN LET WH5$ = LEFT$(WH5$,8)
870 IF AA$ = "" THEN AA$ = " "
880 IF AB$ = "" THEN AB$ = " "
890 IF AC$ = "" THEN AC$ = " "
900 IF AD$ = "" THEN AD$ = " "
910 IF AE$ = "" THEN AE$ = " "
920 IF AF$ = "" THEN AF$ = " "
930 IF AG$ = "" THEN AG$ = " "
940 IF AGEN1$ = "" THEN AGEN1$ = " "
950 IF AGEN2$ = "" THEN AGEN2$ = " "
960 IF AGEN3$ = "" THEN AGEN3$ = " "
970 IF AGEN4$ = "" THEN AGEN4$ = " "
980 IF AGEN5$ = "" THEN AGEN5$ = " "
990 IF AH$ = "" THEN AH$ = " "
1000 IF AI$ = "" THEN AI$ = " "
```

```
1210  IF AJ$ = "" THEN AJ$ = " "
1220  IF AK$ = "" THEN AK$ = " "
1230  IF AL$ = "" THEN AL$ = " "
1240  IF AM$ = "" THEN AM$ = " "
1250  IF AN$ = "" THEN AN$ = " "
1260  IF AO$ = "" THEN AO$ = " "
1270  IF AP$ = "" THEN AP$ = " "
1280  IF AQ$ = "" THEN AQ$ = " "
1290  IF AR$ = "" THEN AR$ = " "
1300  IF AS$ = "" THEN AS$ = " "
1310  IF AT$ = "" THEN AT$ = " "
1320  IF AU$ = "" THEN AU$ = " "
1330  IF AV$ = "" THEN AV$ = " "
1340  IF AW$ = "" THEN AW$ = " "
1350  IF AX$ = "" THEN AX$ = " "
1360  IF AY$ = "" THEN AY$ = " "
1370  IF AZ$ = "" THEN AZ$ = " "
1380  IF BA$ = "" THEN BA$ = " "
1390  IF BB$ = "" THEN BB$ = " "
1400  IF BC$ = "" THEN BC$ = " "
1410  IF BD$ = "" THEN BD$ = " "
1420  IF BE$ = "" THEN BE$ = " "
1430  IF BF$ = "" THEN BF$ = " "
1440  IF BG$ = "" THEN BG$ = " "
1450  IF BH$ = "" THEN BH$ = " "
1460  IF BI$ = "" THEN BI$ = " "
1470  IF BID$ = "" THEN BID$ = " "
1480  IF BJ$ = "" THEN BJ$ = " "
1490  IF BK$ = "" THEN BK$ = " "
1500  IF BL$ = "" THEN BL$ = " "
1510  IF BM$ = "" THEN BM$ = " "
1520  IF BN$ = "" THEN BN$ = " "
1530  IF BNCL$ = "" THEN BNOL$ = " "
1540  IF BO$ = "" THEN BO$ = " "
1550  IF BP$ = "" THEN BP$ = " "
1560  IF BQ$ = "" THEN BQ$ = " "
1570  IF BR$ = "" THEN BR$ = " "
1580  IF BS$ = "" THEN BS$ = " "
1590  IF BT$ = "" THEN BT$ = " "
1600  IF BU$ = "" THEN BU$ = " "
1610  IF BV$ = "" THEN BV$ = " "
1620  IF BW$ = "" THEN BW$ = " "
1630  IF BX$ = "" THEN BX$ = " "
1640  IF BY$ = "" THEN BY$ = " "
1650  IF BZ$ = "" THEN BZ$ = " "
1660  IF CA$ = "" THEN CA$ = " "
1670  IF CB$ = "" THEN CB$ = " "
1680  IF CC$ = "" THEN CC$ = " "
1690  IF CD$ = "" THEN CD$ = " "
1700  IF CE$ = "" THEN CE$ = " "
1710  IF CF$ = "" THEN CF$ = " "
1720  IF CG$ = "" THEN CG$ = " "
1730  IF CH$ = "" THEN CH$ = " "
1740  IF CI$ = "" THEN CI$ = " "
1750  IF CJ$ = "" THEN CJ$ = " "
1760  IF CK$ = "" THEN CK$ = " "
1770  IF CL$ = "" THEN CL$ = " "
1780  IF CM$ = "" THEN CM$ = " "
1790  IF CO1$ = "" THEN CO1$ = " "
1800  IF CO2$ = "" THEN CO2$ = " "
1810  IF CO3$ = "" THEN CO3$ = " "
1820  IF DA$ = "" THEN DA$ = " "
1830  IF DB$ = "" THEN DB$ = " "
1840  IF DC$ = "" THEN DC$ = " "
1850  IF DD$ = "" THEN DD$ = " "
1860  IF DDC$ = "" THEN DDC$ = " "
```

```
1870  IF DE$ = "" THEN DE$ = " "
1880  IF DF$ = "" THEN DF$ = " "
1890  IF DG$ = "" THEN DG$ = " "
1900  IF EFS1$ = "" THEN EFS1$ = " "
1910  IF EFS2$ = "" THEN EFS2$ = " "
1920  IF EFS3$ = "" THEN EFS3$ = " "
1930  IF EFS4$ = "" THEN EFS4$ = " "
1940  IF EFS5$ = "" THEN EFS5$ = " "
1950  IF EMU1$ = "" THEN EMU1$ = " "
1960  IF EMU2$ = "" THEN EMU2$ = " "
1970  IF EMU3$ = "" THEN EMU3$ = " "
1980  IF EMU4$ = "" THEN EMU4$ = " "
1990  IF EMU5$ = "" THEN EMU5$ = " "
2000  IF ENP1$ = "" THEN ENP1$ = " "
2010  IF ENP2$ = "" THEN ENP2$ = " "
2020  IF ENP3$ = "" THEN ENP3$ = " "
2030  IF ENP4$ = "" THEN ENP4$ = " "
2040  IF ENP5$ = "" THEN ENP5$ = " "
2050  IF FIL$ = "" THEN FIL$ = " "
2060  IF FIL2$ = "" THEN FIL2$ = " "
2070  IF FIL3$ = "" THEN FIL3$ = " "
2080  IF FIL4$ = "" THEN FIL4$ = " "
2090  IF GRP2$ = "" THEN GRP2$ = " "
2100  IF GRP3$ = "" THEN GRP3$ = " "
2110  IF GRP4$ = "" THEN GRP4$ = " "
2120  IF HLBO1$ = "" THEN HLBO1$ = " "
2130  IF HLBO2$ = "" THEN HLBO2$ = " "
2140  IF HLBO3$ = "" THEN HLBO3$ = " "
2150  IF HLBO4$ = "" THEN HLBO4$ = " "
2160  IF HLBO5$ = "" THEN HLBO5$ = " "
2170  IF ID$ = "" THEN ID$ = " "
2180  IF LPT1$ = "" THEN LPT1$ = " "
2190  IF LPT2$ = "" THEN LPT2$ = " "
2200  IF LPT3$ = "" THEN LPT3$ = " "
2210  IF LPT4$ = "" THEN LPT4$ = " "
2220  IF LPT5$ = "" THEN LPT5$ = " "
2230  IF MINOR$ = "" THEN MINOR$ = " "
2240  IF NOL$ = "" THEN NOL$ = " "
2250  IF OA1$ = "" THEN OA1$ = " "
2260  IF OA2$ = "" THEN OA2$ = " "
2270  IF OA3$ = "" THEN OA3$ = " "
2280  IF OA4$ = "" THEN OA4$ = " "
2290  IF OA5$ = "" THEN OA5$ = " "
2300  IF OTH$ = "" THEN OTH$ = " "
2310  IF OTH2$ = "" THEN OTH2$ = " "
2320  IF OTH3$ = "" THEN OTH3$ = " "
2330  IF OTH4$ = "" THEN OTH4$ = " "
2340  IF PLAYESNO$ = "" THEN PLAYESNO$ = " "
2350  IF PP1$ = "" THEN PP1$ = " "
2360  IF PP2$ = "" THEN PP2$ = " "
2370  IF PP3$ = "" THEN PP3$ = " "
2380  IF PP4$ = "" THEN PP4$ = " "
2390  IF PP5$ = "" THEN PP5$ = " "
2400  IF PURP1$ = "" THEN PURP1$ = " "
2410  IF PURP2$ = "" THEN PURP2$ = " "
2420  IF PURP3$ = "" THEN PURP3$ = " "
2430  IF PURP4$ = "" THEN PURP4$ = " "
2440  IF PURP5$ = "" THEN PURP5$ = " "
2450  IF SUBJ1$ = "" THEN SUBJ1$ = " "
2460  IF SUBJ2$ = "" THEN SUBJ2$ = " "
2470  IF SUBJ3$ = "" THEN SUBJ3$ = " "
2480  IF SUBJ4$ = "" THEN SUBJ4$ = " "
2490  IF SUBJ5$ = "" THEN SUBJ5$ = " "
2500  IF TP1$ = "" THEN TP1$ = " "
2510  IF TP2$ = "" THEN TP2$ = " "
2520  IF TP3$ = "" THEN TP3$ = " "
```

```
2530  IF TP4$ = "" THEN TP4$ = " "
2540  IF TP5$ = "" THEN TP5$ = " "
2550  IF WCP1$ = "" THEN WCP1$ = " "
2560  IF WCP2$ = "" THEN WCP2$ = " "
2570  IF WCP3$ = "" THEN WCP3$ = " "
2580  IF WCP4$ = "" THEN WCP4$ = " "
2590  IF WCP5$ = "" THEN WCP5$ = " "
2600  IF WH1$ = "" THEN WH1$ = " "
2610  IF WH2$ = "" THEN WH2$ = " "
2620  IF WH3$ = "" THEN WH3$ = " "
2630  IF WH4$ = "" THEN WH4$ = " "
2640  IF WH5$ = "" THEN WH5$ = " "
2650 WRITE #2, ID$, BID$, NOL$, BNOL$, MON, BMON, POPUL, AA$, AB$, AC$, AD$, AE$
, AF$, AG$, AH$, AI$, AJ$, AK$, AL$, AM$, AN$, AO$, AP$, AQ$, AR$, AS$, AT$, AU$
, AV$, AW$, AX$, AY$, AZ$, BA$, BB$, BC$, BD$, BE$, BF$, BG$, BH$, BI$, BJ$
2660 WRITE #2, BK$, BL$, BM$, BN$, BO$, BP$, BQ$, BR$, BS$, BT$, BU$, BV$, BW$,
BX$, BY$, BZ$, CA$, CB$, CC$, CD$, CE$, CF$, CG$, CH$, CI$, CJ$, FIL1$, FIL2$, CK
$, FIL3$, CL$, FIL4$, CM$, LPT1$, SUBJ1$, PURP1$, AGEN1$, EFS1$, OA1$, HLBO1$, T
F1$
2670 WRITE #2, ENP1$, WH1$, WCP1$, PP1$, EMU1$, LPT2$, SUBJ2$, PURP2$, AGEN2$, E
FS2$, OA2$, HLBO2$, TP2$, ENP2$, WH2$, WCP2$
2680 WRITE #2, PP2$, EMU2$, LPT3$, SUBJ3$, PURP3$, AGEN3$, EFS3$, OA3$, HLBO3$,
TP3$, ENP3$, WH3$, WCP3$
2690 WRITE #2, PP3$, EMU3$, LPT4$, SUBJ4$, PURP4$, AGEN4$, EFS4$, OA4$, HLBO4$,
TP4$, ENP4$, WH4$, WCP4$
2700 WRITE #2, PP4$, EMU4$, LPT5$, SUBJ5$, PURP5$, AGEN5$, EFS5$, OA5$, HLBO5$,
TP5$, ENP5$, WH5$, WCP5$
2710 WRITE #2, PP5$, EMU5$, MINOR$, GRP2$, GRP3$, GRP4$, DA$, DB$, DC$, OTH$, OT
H2$, OTH3$, OTH4$, DD$, DE$, DF$, DG$, DDC$, CO1$, CO2$, CO3$, PERW, PERB, PERH,
 PERO, PERE, PERR, PERC, INCOME, PBPL, POPULATION, PLAYESNO$
2720 WEND
2730 PRINT "ID: ",ID$,"BID: ",BID$
2740 CLOSE
2750 SYSTEM
2760 END
```

EXHIBIT 11d

State Append Program

```
5 KEY OFF
10 'Program to Create ASE data according to state
20 'This program is obviously written in BASIC which I HATE
30 'but, it is the only way it can be done at the present time
40 '
50 'SO.... Lets get started.......
60
70
80
90
95 GOSUB 50000 ' message subroutine
100 'INPUT data and check MID$ and Assign the proper State.
110 CNT = 0
120 OPEN "c:work.dat" FOR INPUT AS #1
130 OPEN "a:STATE.DAT" FOR APPEND AS #2
135 CLS: KEY OFF : LOCATE 12,30:PRINT "Processing....'
140 WHILE NOT EOF(1)
141 CNT = CNT + 1
142 LOCATE 16,39:COLOR 0,7:PRINT CNT
150   GOSUB 40000 'subroutine that contains INPUT statements
160   IF ((BID$ = " ") OR (BID$ = "")) THEN TEST$ = MID$(ID$,3,4):GOTO 180
170   IF ((ID$ = " ") OR (ID$ = "")) THEN   TEST$ = MID$(BID$,3,4)
180 IF (TEST$ >= "0001") AND (TEST$ <= "0034") THEN STATE$ = "AL":GOTO 700
190 IF (TEST$ >= "0035") AND (TEST$ <= "0036") THEN STATE$ = "AK":GOTO 700
200 IF (TEST$ >= "0037") AND (TEST$ <= "0053") THEN STATE$ = "AZ":GOTO 700
210 IF (TEST$ >= "0053") AND (TEST$ <= "0071") THEN STATE$ = "AR":GOTO 700
220 IF (TEST$ >= "0072") AND (TEST$ <= "0193") THEN STATE$ = "CA":GOTO 700
230 IF (TEST$ >= "0194") AND (TEST$ <= "0215") THEN STATE$ = "CO":GOTO 700
240 IF (TEST$ >= "0216") AND (TEST$ <= "0252") THEN STATE$ = "CT":GOTO 700
250 IF (TEST$ >= "0253") AND (TEST$ <= "0259") THEN STATE$ = "DE":GOTO 700
260 IF (TEST$ = "0260") THEN STATE$ = "DC":GOTO 700
270 IF (TEST$ >= "0261") AND (TEST$ <= "0322") THEN STATE$ = "FL":GOTO 700
280 IF (TEST$ >= "0323") AND (TEST$ <= "0363") THEN STATE$ = "GA":GOTO 700
290 IF (TEST$ = "0364") THEN STATE$ = "HI":GOTO 700
300 IF (TEST$ >= "0365") AND (TEST$ <= "0372") THEN STATE$ = "ID":GOTO 700
310 IF (TEST$ >= "0373") AND (TEST$ <= "0500") THEN STATE$ = "IL":GOTO 700
320 IF (TEST$ >= "0501") AND (TEST$ <= "0538") THEN STATE$ = "IN":GOTO 700
330 IF (TEST$ >= "0539") AND (TEST$ <= "0558") THEN STATE$ = "IA": GOTO 700
340 IF (TEST$ >= "0559") AND (TEST$ <= "0570") THEN STATE$ = "KS": GOTO 700
350 IF (TEST$ >= "0571") AND (TEST$ <= "0604") THEN STATE$ = "KY": GOTO 700
360 IF (TEST$ >= "0605") AND (TEST$ <= "0641") THEN STATE$ = "LA": GOTO 700
370 IF (TEST$ >= "1695") AND (TEST$ <= "1756") THEN STATE$ = "MA": GOTO 700
380 IF (TEST$ >= "0642") AND (TEST$ <= "0643") THEN STATE$ = "ME": GOTO 700
390 IF (TEST$ >= "0644") AND (TEST$ <= "0663") THEN STATE$ = "MD": GOTO 700
400 IF (TEST$ >= "0664") AND (TEST$ <= "0738") THEN STATE$ = "MI": GOTO 700
410 IF (TEST$ >= "0739") AND (TEST$ <= "0767") THEN STATE$ = "MN": GOTO 700
420 IF (TEST$ >= "0768") AND (TEST$ <= "0800") THEN STATE$ = "MS": GOTO 700
430 IF (TEST$ >= "0801") AND (TEST$ <= "0829") THEN STATE$ = "MO": GOTO 700
440 IF (TEST$ >= "0830") AND (TEST$ <= "0837") THEN STATE$ = "MT": GOTO 700
450 IF (TEST$ >= "0838") AND (TEST$ <= "0848") THEN STATE$ = "NB": GOTO 700
460 IF (TEST$ >= "0849") AND (TEST$ <= "0853") THEN STATE$ = "NV": GOTO 700
470 IF (TEST$ >= "0854") AND (TEST$ <= "0857") THEN STATE$ = "NH": GOTO 700
480 IF (TEST$ >= "0858") AND (TEST$ <= "0924") THEN STATE$ = "NJ": GOTO 700
490 IF (TEST$ >= "0925") AND (TEST$ <= "0934") THEN STATE$ = "NM": GOTO 700
500 IF (TEST$ >= "0935") AND (TEST$ <= "1042") THEN STATE$ = "NY": GOTO 700
510 IF (TEST$ >= "1043") AND (TEST$ <= "1115") THEN STATE$ = "NC": GOTO 700
520 IF (TEST$ >= "1116") AND (TEST$ <= "1120") THEN STATE$ = "ND": GOTO 700
530 IF (TEST$ >= "1121") AND (TEST$ <= "1216") THEN STATE$ = "OH": GOTO 700
540 IF (TEST$ >= "1217") AND (TEST$ <= "1233") THEN STATE$ = "OK": GOTO 700
550 IF (TEST$ >= "1234") AND (TEST$ <= "1254") THEN STATE$ = "OR": GOTO 700
560 IF (TEST$ >= "1255") AND (TEST$ <= "1342") THEN STATE$ = "PA": GOTO 700
570 IF (TEST$ >= "1344") AND (TEST$ <= "1337") THEN STATE$ = "RI": GOTO 700
580 IF (TEST$ >= "1338") AND (TEST$ <= "1392") THEN STATE$ = "SC": GOTO 700
590 IF (TEST$ >= "1393") AND (TEST$ <= "1396") THEN STATE$ = "SD": GOTO 700
600 IF (TEST$ >= "1397") AND (TEST$ <= "1449") THEN STATE$ = "TN": GOTO 700
```

```
510 IF (TEST$ >= "1406") AND (TEST$ <= [illegible]) THEN STATE$ = "[illegible]": GOTO 700
520 IF (TEST$ >= "1540") AND (TEST$ <= "1548") THEN STATE$ = "UT": GOTO 700
530 IF (TEST$ >= "1549") THEN STATE$ = "VT": GOTO 700
540 IF (TEST$ >= "1580") AND (TEST$ <= "1603") THEN STATE$ = "VA": GOTO 700
550 IF (TEST$ >= "1604") AND (TEST$ <= "1621") THEN STATE$ = "WA": GOTO 700
560 IF (TEST$ >= "1623") AND (TEST$ <= "1631") THEN STATE$ = "WV": GOTO 700
570 IF (TEST$ >= "1632") AND (TEST$ <= "1636") THEN STATE$ = "WI": GOTO 700
580 IF (TEST$ >= "1637") AND (TEST$ <= "1674") THEN STATE$ = "WY": GOTO 700
590
700
710     GOSUB 30000 'WRITE NEW STATE DATA TO NEW DATAFILE ON B:
720 WEND
730 CLOSE #1
740 CLOSE #2
745 COLOR 7,0
750 END
30000 'subroutine to write data to data file
30010 '
30020 WRITE #2, ID$, BID$, NOL$, BNOL$, MON, BMON, POPUL, AA$, AB$, AC$, AD$, AE
$, AF$, AG$, AH$, AI$, AJ$, AK$, AL$, AM$, AN$, AO$, AP$, AQ$, AR$, AS$, AT$, AU
$, AV$, AW$, AX$, AY$, AZ$, BA$, BB$, BC$, BD$, BE$, BF$, BG$, BH$, BI$, BJ$
30030 WRITE #2, BK$, BL$, BM$, BN$, BO$, BP$, BQ$, BR$, BS$, BT$, BU$, BV$, BW$,
 BX$, BY$, BZ$, CA$, CB$, CC$, CD$, CE$, CF$, CG$, CH$, CI$, CJ$, FIL$, FIL2$, C
K$, FIL3$, CL$, FIL4$, CM$, LPT1$, SUBJ1$, PURP1$, AGEN1$, EFS1$, OA1$, HLBO1$,
TP1$
30040 WRITE #2, ENP1$, WH1$, WCP1$, PP1$, EMU1$, LPT2$, SUBJ2$, PURP2$, AGEN2$,
EFS2$, OA2$, HLBO2$, TP2$, ENP2$, WH2$, WCP2$
30050 WRITE #2, PP2$, EMU2$, LPT3$, SUBJ3$, PURP3$, AGEN3$, EFS3$, OA3$, HLBO3$,
 TP3$, ENP3$, WH3$, WCP3$
30060 WRITE #2, PP3$, EMU3$, LPT4$, SUBJ4$, PURP4$, AGEN4$, EFS4$, OA4$, HLBO4$,
 TP4$, ENP4$, WH4$, WCP4$
30070 WRITE #2, PP4$, EMU4$, LPT5$, SUBJ5$, PURP5$, AGEN5$, EFS5$, OA5$, HLBO5$,
 TP5$, ENP5$, WH5$, WCP5$
30080 WRITE #2, PP5$, EMU5$, MINOR$, GRP2$, GRP3$, GRP4$, DA$, DB$, DC$, OTH$, O
TH2$, OTH3$, OTH4$, DD$, DE$, DF$, DG$, DDC$, CO1$, CO2$, CO3$, PERW, PERB, PERH
, PERO, PERE, PERR, PERC, INCOME, PBPL, POPULATION, PLAYESNO$,STATE$
30090 RETURN
40000 'subroutine to input data FROM the data file
40010 '
40020 '
40030 INPUT #1, ID$, BID$, NOL$, BNOL$, MON, BMON, POPUL, AA$, AB$, AC$, AD$, AE
$, AF$, AG$, AH$, AI$, AJ$, AK$, AL$, AM$, AN$, AO$, AP$, AQ$, AR$, AS$, AT$, AU
$, AV$, AW$, AX$, AY$, AZ$, BA$, BB$, BC$, BD$, BE$, BF$, BG$, BH$, BI$, BJ$
40040 INPUT #1, BK$, BL$, BM$, BN$, BO$, BP$, BQ$, BR$, BS$, BT$, BU$, BV$, BW$,
 BX$, BY$, BZ$, CA$, CB$, CC$, CD$, CE$, CF$, CG$, CH$, CI$, CJ$, FIL$, FIL2$, C
K$, FIL3$, CL$, FIL4$, CM$, LPT1$, SUBJ1$, PURP1$, AGEN1$, EFS1$, OA1$, HLBO1$,
TP1$
40050 INPUT #1, ENP1$, WH1$, WCP1$, PP1$, EMU1$, LPT2$, SUBJ2$, PURP2$, AGEN2$,
EFS2$, OA2$, HLBO2$, TP2$, ENP2$, WH2$, WCP2$
40060 INPUT #1, PP2$, EMU2$, LPT3$, SUBJ3$, PURP3$, AGEN3$, EFS3$, OA3$, HLBO3$,
 TP3$, ENP3$, WH3$, WCP3$
40070 INPUT #1, PP3$, EMU3$, LPT4$, SUBJ4$, PURP4$, AGEN4$, EFS4$, OA4$, HLBO4$,
 TP4$, ENP4$, WH4$, WCP4$
40080 INPUT #1, PP4$, EMU4$, LPT5$, SUBJ5$, PURP5$, AGEN5$, EFS5$, OA5$, HLBO5$,
 TP5$, ENP5$, WH5$, WCP5$
40090 INPUT #1, PP5$, EMU5$, MINOR$, GRP2$, GRP3$, GRP4$, DA$, DB$, DC$, OTH$, O
TH2$, OTH3$, OTH4$, DD$, DE$, DF$, DG$, DDC$, CO1$, CO2$, CO3$, PERW, PERB, PERH
, PERO, PERE, PERR, PERC, INCOME, PBPL, POPULATION, PLAYESNO$
40100 '
40110 RETURN
50000 'message subroutine
50010 CLS
50015 COLOR 19,0:PRINT TAB(30)"READ ME !!!!!"
50020 COLOR 0,7
50030 PRINT"This program requires that a data file on the C: drive
50040 PRINT"named WORK.DAT is present on the C: drive.
```

EXHIBIT 11d

```
50050 PRINT"The WORK.DAT datafile should be a copy of the [illegible] that is
50060 PRINT"to be used to append state abbreviations onto."
50070 PRINT
50080 PRINT
50090 PRINT"The program also requires that a formatted blank disk be in the"
50100 PRINT"A: drive to create the new STATE.DAT datafile.  The STATE.DAT"
50110 PRINT"datafile will be the cleaned data with the state abbreviation append
ed"
50120 PRINT"to it!!!!!!"
50130 PRINT
50140 PRINT
50145 COLOR 7,0
50150 PRINT"If everything is going as described above...."
50160 PRINT"Please press "CHR$(17)CHR$(217) " to continue or <Ctrl> Break to sto
p";
50170 INPUT "",JUNK$
50180 RETURN
```

THE END